

KRONOS TRAINING

CT PAYROLL

AGENDA

Getting Started

- Signing in
- Understanding the Kronos Navigator
- Viewing your information

Finding your team

- Search for an employee report
- Working with Genies
- Working with hyperfinds

Timecards

- Editing punches
- Editing pay codes
- Adding comments
- Adding rows
- Transfers
- Signing Off Timecards
- View Audit trail
- Unique pay codes

Payroll

- Accrual auditing
- Reporting
- Delegation

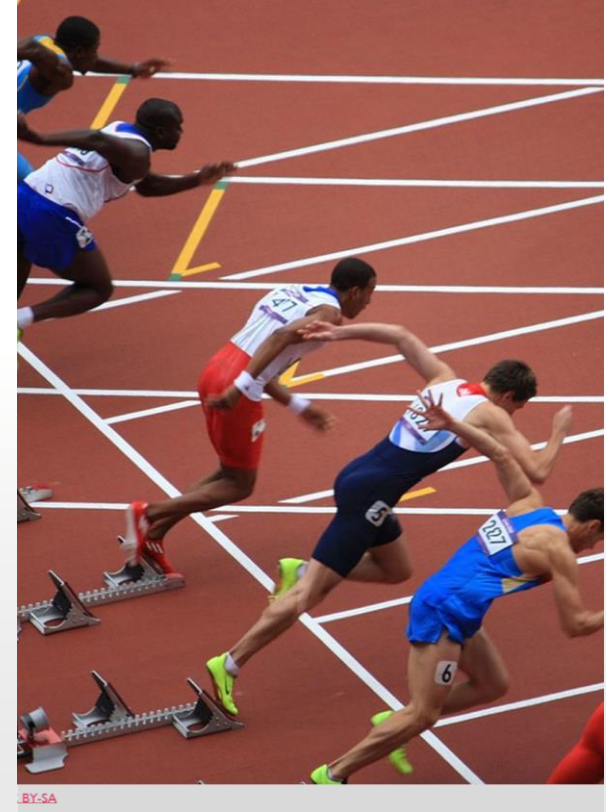
Time-Off

- Reviewing time off requests
- Handling exceptions
- Time off reports

Schedules

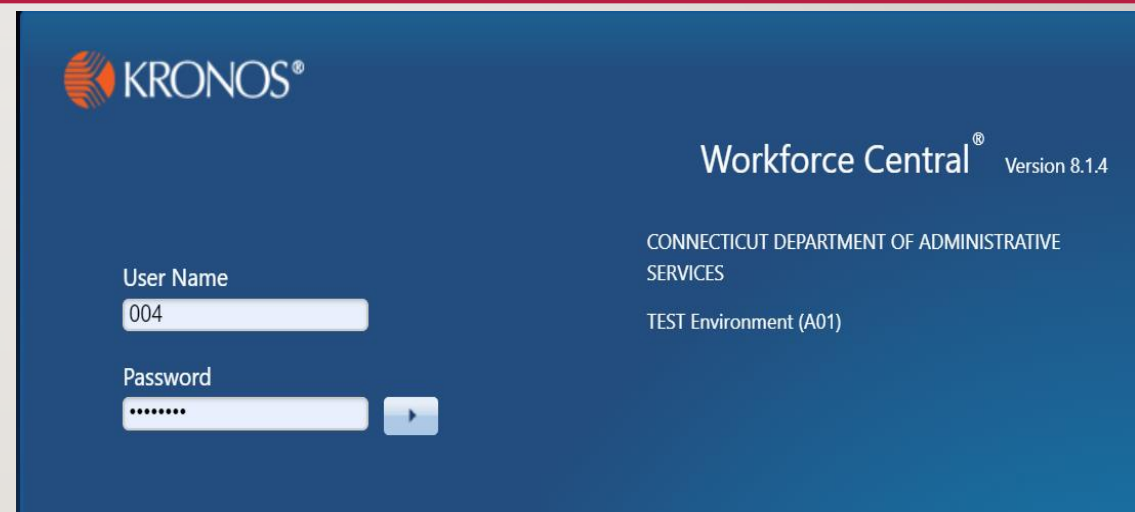
- Adding schedules
- Adding a pattern
- Assigning/Unassigning
- Editing a schedule
- Finding your team hyper find

GETTING STARTED



GETTING STARTED – SIGNING IN

- Now that you have successfully swiped let's log on to Kronos.
- Open a web browser and enter:
 - <https://ctgov.kronos.net/wfc/login>
- Enter your user name and password



KRONOS®

Workforce Central® Version 8.1.4

CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES

TEST Environment (A01)

User Name
004

Password
.....

Notes:

- If you're viewing this before the system has gone live only view the training in its entirety, after the system has gone live you will be able to sign in and view all the functionality firsthand.
- Single sign on is enabled when you on the State network using a state device and the log in is associated with your Windows account, and will utilize your State of Connecticut email and password to automatically log you into Kronos.
- This slide shows the procedure to sign in on approved when you are outside the State of Connecticut network. Please check with DCF leadership to ensure when it is appropriate to log in from a personal device.

GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

The screenshot displays the Kronos Navigator interface. At the top, the Kronos logo is on the left, and a navigation bar contains a home icon, 'My Information', 'Alerts and Notifications...', and a '+' sign. A large number '2' is overlaid on the navigation bar. Below the navigation bar, the 'My Timecard' module is active, showing a calendar view for the current pay period. The interface includes icons for 'View', 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main area is a table with columns for Date, Schedule, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Period. The table shows dates from Fri 1/03 to Sun 1/12, with a schedule of 8:00AM... and a highlighted cell for Mon 1/04.

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	x	Fri 1/03	8:00AM...											
+	x	Sat 1/04												
+	x	Sun 1/05												
+	x	Mon 1/...	8:00AM...											
+	x	Tue 1/07	8:00AM...											
+	x	Wed 1/...	8:00AM...											
+	x	Thu 1/09	8:00AM...											
+	x	Fri 1/10	8:00AM...											
+	x	Sat 1/11												
+	x	Sun 1/12												

1. Employee timecard:
Can add your own punches, add specific pay codes, and also approve your timecard
2. Clicking the ' + ' sign will bring you a list of the different modules you can access, as payroll you can manage your department and go to interface

GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

KRONOS

My Information Alerts and Notifications...

My Timecard

Loaded: 3:14 PM Current Pay Period

View Approve Timecard

Print Timecard Refresh Calculate Totals Save

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+	x	Fri 1/03	8:00AM...											
+	x	Sat 1/04												
+	x	Sun 1/05												
+	x	Mon 1/...	8:00AM...											
+	x	Tue 1/07	8:00AM...											
+	x	Wed 1/...	8:00AM...											
+	x	Thu 1/09	8:00AM...											
+	x	Fri 1/10	8:00AM...											
+	x	Sat 1/11												
+	x	Sun 1/12												

1. Can use the drop down and the calendar icon to change the time period view
2. The buttons allow you to refresh, save, and print out your timecard information
3. Through notifications you can access Request Manager requests, workflow notifications, and new employee exceptions

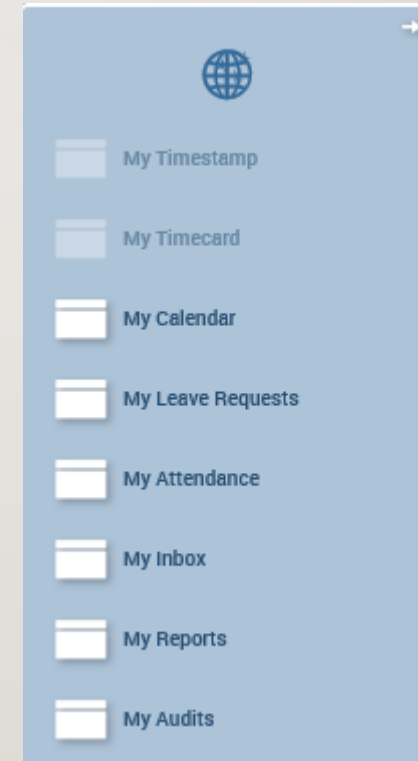
GETTING STARTED – UNDERSTANDING THE KRONOS NAVIGATOR

1. User information and log off
2. Last timestamp and transfer allows you to execute a transfer and record a punch
3. Related Items menu: Through related items you can access all the different widgets that interface has to offer, as you cycle through my information, manage my department, etc the related items menu will update
4. Search: Can provide help with any look up you're having trouble with

The screenshot displays the Kronos Navigator interface. The main dashboard is divided into two sections. The top section, labeled '1', contains user information: 'Timekeeper Persona' and 'Sign Out'. The bottom section, labeled '2', shows the 'My Timestamp' widget with a 'Last Timestamp' field and a 'Transfer' dropdown menu. A 'Record Timestamp' button is also present. The right sidebar, labeled '3', lists various widgets: 'My Timestamp', 'My Timecard', 'My Calendar', 'My Leave Requests', 'My Attendance', 'My Inbox', 'My Reports', and 'My Audits'. A search icon is located at the top of the sidebar. A modal window, labeled '4', is open on the right, titled 'Transfer'. It contains fields for 'Job', 'Labor Account', and 'Work Rule'. Below these are tabs for 'Job Transfer', 'Labor Account', and 'Work Rule'. The 'Add Labor Account' section includes fields for 'Agency-Dept...', 'Location', 'Combo Code', 'Override Reas...', 'Employee ID-E...', 'Supervisor', and 'Job'. A 'Clear All' button is at the top right of the modal, and 'Cancel' and 'Apply' buttons are at the bottom right.

GETTING STARTED –VIEWING YOUR INFORMATION

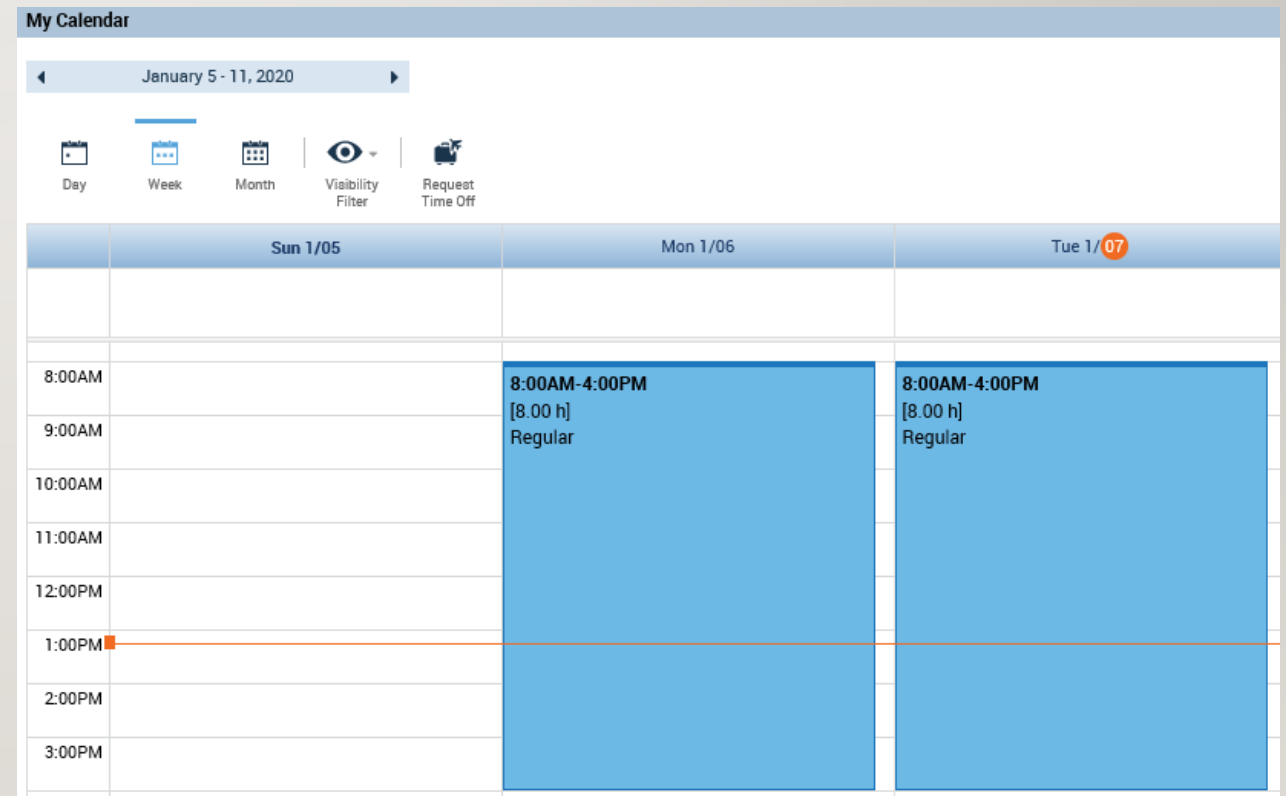
Through the related items menu on the right side of the screen you can access all your information



GETTING STARTED –VIEWING YOUR INFORMATION

Through the My Calendar widget you can view your calendar and see your daily schedule as well as make requests for time off

All widgets open a new tab, to go back to the main screen click the “My information” tab.



GETTING STARTED –VIEWING YOUR INFORMATION

Through the Request Time Off button in the My Calendar widget you can fill in start date, end date, pay code, and time unit.

You can also view your accrual bucket balances at the bottom of the screen in order to choose which pay code to use for your request, click **Submit** at the bottom when completed.

Request Time Off

Type: Time Off Request

		Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+	×	1/07/2020	1/07/2020	Vacation	Full day		

Accruals on: 1/07/2020

Accrual	Balance
Bone Marrow Donor	56.0 Hour
Comp Time	0.0 Hour
Comp Time Holiday	0.0 Hour

Cancel
Submit



GETTING STARTED –VIEWING YOUR INFORMATION

- Through the My Inbox widget you can see all your tasks and messages
- Tasks are things you need to do or have started but not completed, in this case a manager delegation form I began on the previous slide and did not complete
- Messages can be notifications from supervisors or updates about timecards/requests

INBOX
Last Refreshed: 1:35 PM

TASKS | **MESSAGES**

Edit → **Reassign** → **Refresh**

Status: **Active** ▼ As of Date: **12/08/2019** Categories: **All** ▼

From	Subject
Persona, Timekeeper	Manager Delegation, Request Form

GETTING STARTED –VIEWING YOUR INFORMATION

1. In the My Reports widget Schedule and Time Detail can be viewed by selecting one of the available reports and the Time Period and click **View Report**
2. To view My Accrual Balances and Projections select the report and fill in the As Of date then click **View Report**

1

The screenshot shows the 'My Reports' widget interface. At the top, there's a header 'My Reports' with a dropdown arrow. Below it, the title 'REPORTS' is displayed, followed by 'Name: Persona, Timekeeper'. A navigation bar contains two buttons: 'View Report' (which is circled in red) and 'Primary Account'. Under the 'AVAILABLE REPORTS' section, there are three report options: 'Schedule' (highlighted with a blue bar), 'Time Detail', and 'My Accrual Balances and Projections'. To the right of these reports, there's a 'Time Period' dropdown menu set to 'Current Pay Period'. Further right, there's a 'Schedule' section with a 'Description' that says 'Displays an employee...'.

2

This screenshot shows the same 'My Reports' widget interface as the first one, but with the 'Time Period' dropdown menu set to 'Specific Date'. The 'View Report' button is still present. The 'AVAILABLE REPORTS' section remains the same. The 'My Accrual Balances and Projections' report is now highlighted with a blue bar. Below this report, there's an 'As Of' date field with a calendar icon next to it. The 'Schedule' section on the right is still visible.

GETTING STARTED –VIEWING YOUR INFORMATION

Through the My Audits widget you can view different actions by their categories, and on the right you can also narrow your view down by type of edit such as Punches.

My Audits

Category:

My Audits

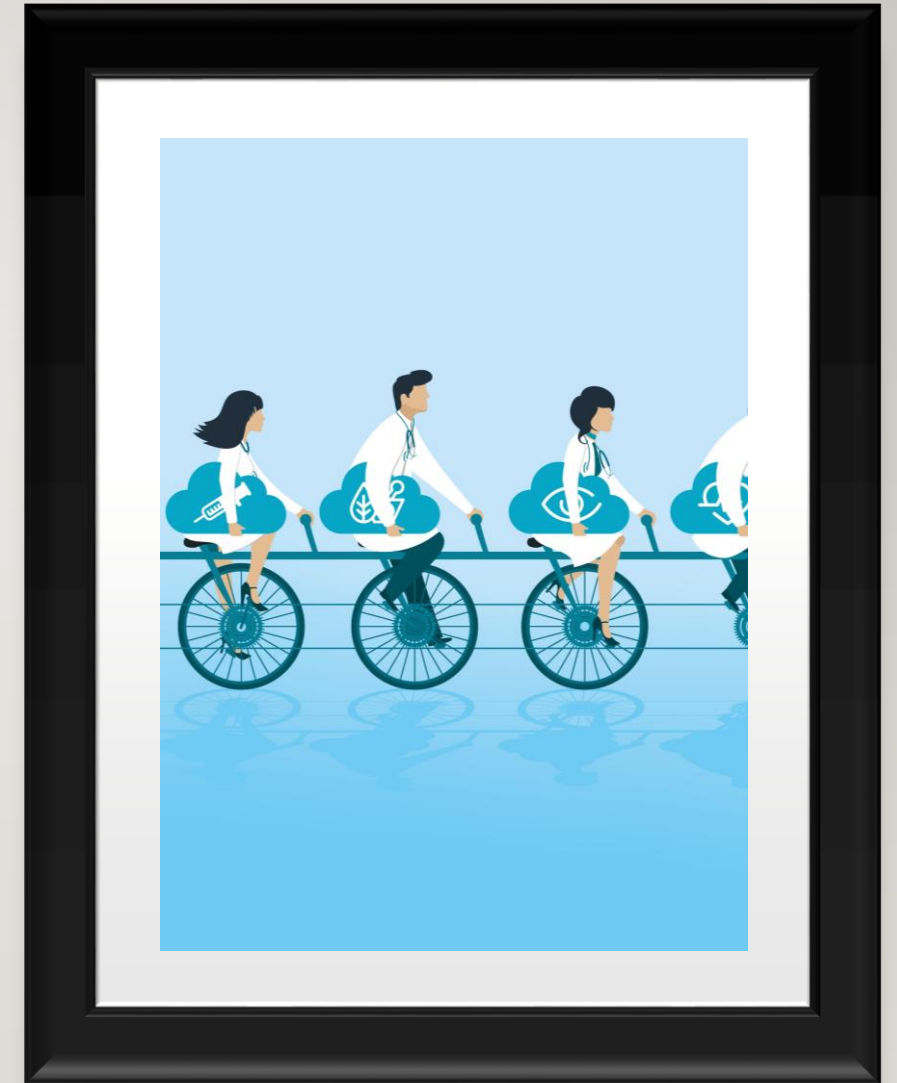
My Audits
My Comments
My Overtime Requests
My Signoff and Approval
My Moved Amounts
My After Sign-Off Audits
My Corrections
My Activity Event Audits

Type of Edit:

Punch (Add/Edit/Delete)

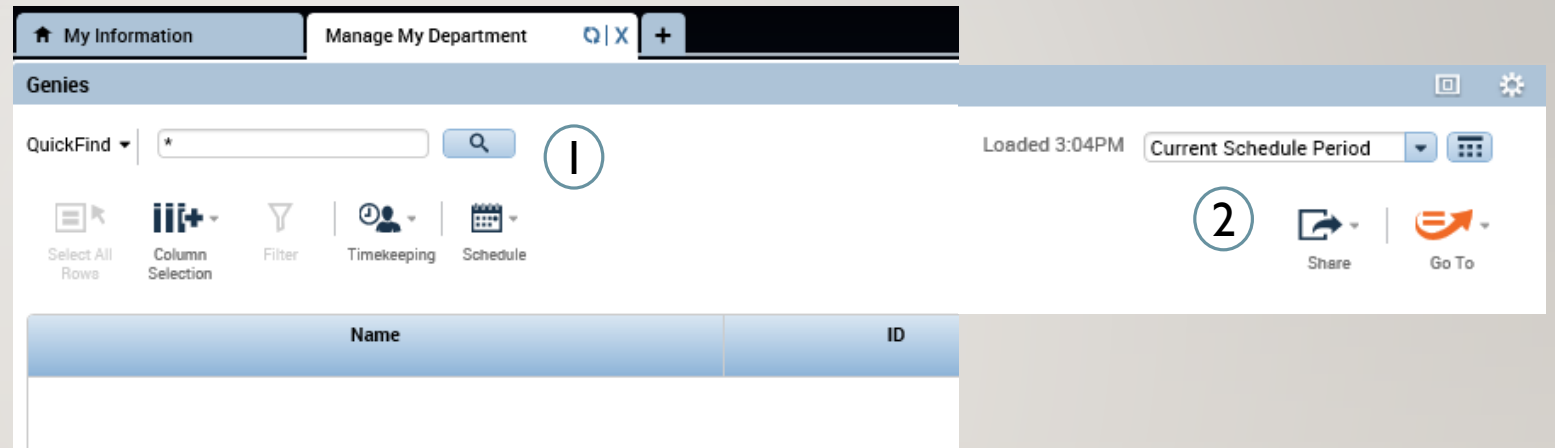
Time	Type	Account
52PM	Add Punch	

FINDING YOUR TEAM



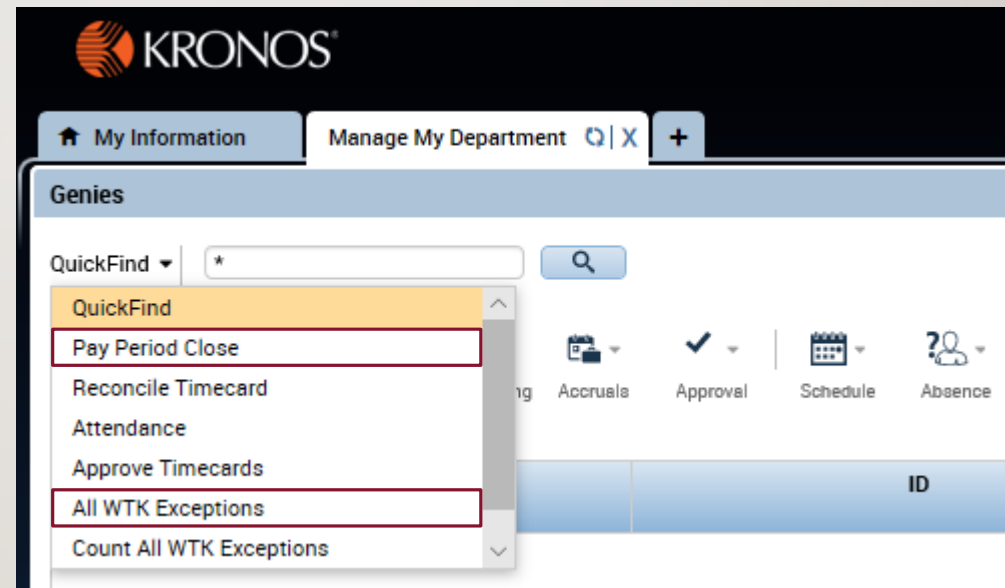
FINDING YOUR TEAM – SEARCHING FOR AN EMPLOYEE

1. Under the Manage My Department interface use the default QuickFind Genie and search for your employee. Type in the name of your employee or begin the search with '*' to search employees with their named ending in the following letters, end your search with '*' to find employees whose names start with the entered letters. Searching '*' will return every employee
2. This area allows you to change the desired timeframe, or share the employee information by exporting it to excel or csv. Go To allows you to select an employee and transition to the different Management widgets that will covered



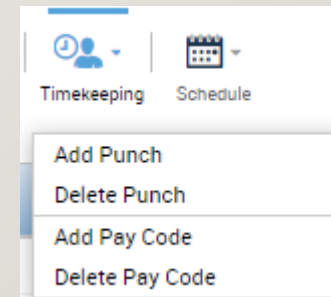
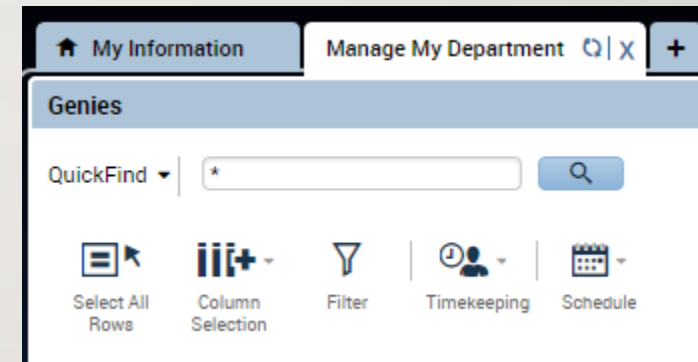
FINDING YOUR TEAM – WORKING WITH GENIES

1. Using the drop down for Genies under Manage My Department, you can see all the Genies you have access to. Genies are the equivalent of short cuts that will streamline payroll tasks
2. The two main Genies that we will be covering are Pay Period Close and All WTK exceptions, these will be the most frequently used and most helpful Genies of the list



TIMECARDS – GENIES

1. Making group edits can also be done through the **QuickFind** genie. If you have a punch or a pay code you need to add to all or a group of your employees
2. Search all or narrow down the list with a search or a hyperfind, then select all rows and use the **Timekeeping** widget to add a punch or a pay code



FINDING YOUR TEAM - HYPERFIND

1. Under the locations drop down as shown below, there will be a list of hyperfinds, select the New button to create a new Hyperfind.
2. Select whether you want the Hyperfind to be public or private or ad hoc which is one that is available to everyone that can only be edited
3. Choose by what criteria you want to narrow down your employees whether it be timekeeper, attendance, etc and open their dropdown.
4. Choose whether you want your Hyperfind to include or exclude employees then fill in the dates and the specifics of what you want to search with, tap **Save As** to complete the hyper find creation.

The screenshot displays the 'HYPERFIND QUERIES' application window. It features a sidebar on the left with a 'Locations (3)' dropdown and a 'Hyperfinds (13)' list. A 'New...' button is highlighted with a red circle and the number 1. The main area has a 'Visibility' dropdown set to 'Public' (highlighted with a red circle and the number 2), a 'Query Name' field, and a 'Description' field. Below this is a 'Filter' section with a 'Name or ID' dropdown (highlighted with a red circle and the number 3). The 'NAME OR ID' section has radio buttons for 'Include' and 'Exclude people who meet this condition' (highlighted with a red circle and the number 4). There is a 'Search by' dropdown set to 'By Last Name' and a 'Search' button. At the bottom, there are 'Cancel', 'Refresh', 'Save As' (highlighted with a red box), and 'Save' buttons. The interface also shows a 'Last Refreshed: 3:19pm' status in the top right corner.

FINDING YOUR TEAM – EXERCISE I

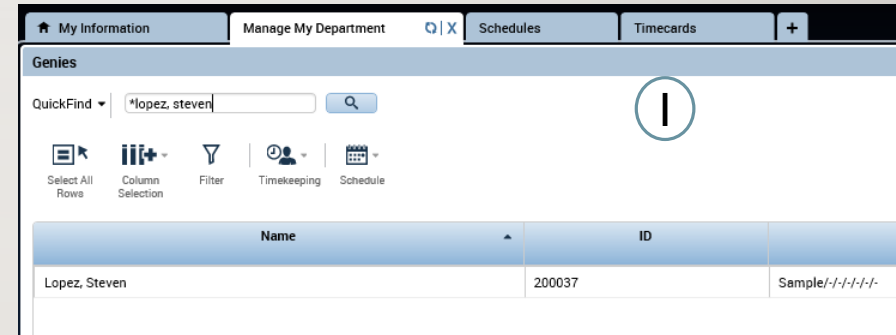
PLEASE REFER TO THE
PAYROLL EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

TIMECARDS



TIMECARDS – EDITING PUNCHES

1. Using the QuickFind Genie under Manage My Department search for the employee you want to see, then double click their name to open their timecard
2. Once in the timecard you can adjust the view change the timeframe and begin editing



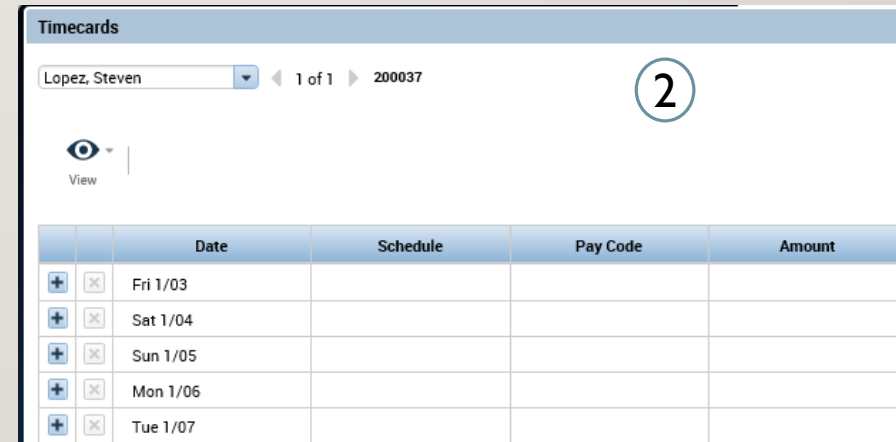
My Information Manage My Department Schedules Timecards +

Genies

QuickFind

Select All Rows Column Selection Filter Timekeeping Schedule

Name	ID	
Lopez, Steven	200037	Sample/-/-/-/-/-/-



Timecards

Lopez, Steven 1 of 1 200037

View

	Date	Schedule	Pay Code	Amount
+ x	Fri 1/03			
+ x	Sat 1/04			
+ x	Sun 1/05			
+ x	Mon 1/06			
+ x	Tue 1/07			

TIMECARDS – EDITING PUNCHES

1. Once in the timecard, exceptions will be highlighted such as a missed in/out punch as shown on the right
2. Select the desired cell and enter the corrected time, hover over any exception to get an explanation of what the exception is

Timecards

Lopez, Steven

1 of 1

200037

View

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
<div><div></div><div></div></div>	<div><div></div><div></div></div>	Fri 1/03				<div><div></div>8:00AM</div>		
<div><div></div><div></div></div>	<div><div></div><div></div></div>	Sat 1/04						
<div><div></div><div></div></div>	<div><div></div><div></div></div>	Sun 1/05						
<div><div></div><div></div></div>	<div><div></div><div></div></div>	Mon 1/06				<div><div></div>8:00AM</div>		12:00PM

TIMECARDS – ADDING COMMENTS

1. By default entered time will follow the Pay Rule that has been assigned to you and you will not need to enter pay codes for regular time/OT/ or Holidays
2. Right click on the exception to view punch actions, once there you select **Comments** choose Explanation from the drop down and then add the desired comment

The image shows two overlapping windows from a timecard management system. The top window, titled 'Punch Actions', displays details for a punch on 1/03/2020 at 8:00AM. It includes fields for Date, Time, Rounded Time, Override, Time Zone, Exceptions, Last Edit Date, and Edit Made By. At the bottom, there are four icons: 'Mark As Reviewed', 'Edit', 'Comments' (circled in red), and 'Justify Exception'. The bottom window, titled 'Comment', shows a 'Comments (1)' section with a dropdown menu set to 'Explanation' and a text input field for a note. It also features 'Add another note' and 'Add' buttons, and 'Cancel' and 'OK' buttons at the bottom.

Punch Actions

Date: 1/03/2020
Time: 8:00AM
Rounded Time: 1/03/2020 8:00AM GMT-05:00
Override: In Punch
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
Exceptions: Unscheduled
Last Edit Date: 1/08/2020
Edit Made By: Persons, Timekeeper

Mark As Reviewed Edit **Comments** Justify Exception

Comment

Comments (1)

Explanation
Type a note (optional)

Add another note Add

Cancel OK

TIMECARD — EXERCISE 2

PLEASE REFER TO THE
PAYROLL EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

TIMECARDS – EDITING PAY CODES

1. By default entered time will follow the Pay Rule that has been assigned to you and you will not need to enter pay codes for regular time/OT/ or Holidays
2. Pay codes will need to be entered for exceptional situations such as the employee being unable to submit a leave/time off request. In the example on the right there was a delayed entry so you would enter the employee timecards and set the delayed time by entering the Amount and selecting Governor Granted Time Off

Genies

QuickFind ▾ *Lopez, steven 🔍

Select All Rows Column Selection Filter Timekeeping Schedule

1




Name	ID ▲	Primary Labor Account	Pay Rule
Lopez, Steven	200037	Sample/-/-/-/-/-/-	02 FT NSD STD 8

		Date	Schedule	Pay Code	Amount
+	×	Fri 1/03			
+	×	Sat 1/04		2	
+	×	Sun 1/05			
+	×	Mon 1/06			
+	×	Tue 1/07		Governor Granted Ti...	2.0

TIMECARDS – ADDING ROWS

1. Click on the ‘+’ to add a new row to a day.
This can be done if an employee took a couple hours off or if there’s a delayed entry. Pay codes and regular scheduled hours need to be entered on different rows.

1

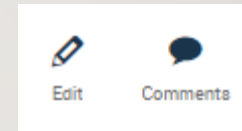
		Tue 1/07		Governor Granted Ti...	2.0
					

2. Once you enter the pay code for the time off and the regular hours worked the time will be automatically compiled on the right, you can see the sum of hours under the Daily column.

2

Shift	Daily
8.5	8.5
6.0	8.0

TIMECARDS – OVERRIDES AND CANCELLATIONS



1. Right clicking on a punch and selecting Edit, allows you to set an override, such as setting a new shift or adding a break
2. You can also cancel deductions, in scenarios where employees did not take a lunch because they had to continue working as shown here

Punch

Date: 11/04/2019

Time (h:mm) *: 7:00AM

Rounded Time: 11/04/2019 7:00AM GMT-05:00

Override: In Punch

Time Zone: <None>

Cancel Deduction: In Punch

Exceptions: Out Punch

Comments: New Shift

30 Min Break Rule

45 Min Break Rule

60 Min Break Rule

Punch

Date: 11/04/2019

Time (h:mm) *: 7:00AM

Rounded Time: 11/04/2019 7:00AM GMT-05:00

Override: In Punch

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)

Cancel Deduction: Holiday Bonus AOC 0hrs

Exceptions: KGS Good Holiday Bonus 7.5hrs

Comments: Lunch Deduct 30 Min, 0 Hrs Work

Lunch Deduct 30 Min, 6 Hrs Work

Lunch Deduct 30 Min, Swap

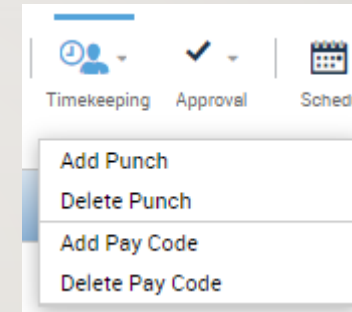
Lunch Deduct 45 Min, 0 Hrs Work

TIMECARD — EXERCISE 3 & 4

PLEASE REFER TO THE
PAYROLL EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

TIMECARDS – GROUP EDITS

1. You also have options to add a punch or a pay code to a group of people
2. All you would need to do is select the employees you want to modify and choose then add in the punch or pay code. This can be useful in the LWGOV scenario to avoid having to manually add in every pay code



A screenshot of a software interface showing a table of employees. The table has two columns: 'Name' and 'ID'. The table contains four rows of data. Above the table, there is a search bar labeled 'QuickFind' and a search button. To the left of the table, there are icons for 'Select All Rows', 'Column Selection', and 'Filter'. To the right of the table, there are icons for 'Timekeeping', 'Approval', and 'Schedule'. A circled '2' is placed to the right of the table.

Name	ID
Bell, Morgan T	463595
Maldonado, Vanessa	481192
Munoz-Velazquez, Angel M	469835
Persona, Employee	003

TIMECARD — EXERCISE 5 & 6

PLEASE REFER TO THE
PAYROLL EXERCISE
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PRACTICE THE PREVIOUS
CONCEPT

TIMECARDS – NEGATIVE PAY CODES

Pay codes can also be used to edit accrual buckets. Rather than perform a whole reset after accidentally using a paycode, you can use a pay code with a negative value to add that time back to the accrual bucket

+	×	☰ Mon 5/11		Sick	-8.0
+	×		7:00AM-3:00PM		
+	×	Tue 5/12	7:00AM-3:00PM		
+	×	Wed 5/13	7:00AM-3:00PM		

TIMECARDS – DOLLAR AMOUNT PAY CODES

- Dollar amount TRCs need to be entered as hourly amounts as opposed to dollars in Core
- For example, if you were supposed to get 20.25 dollars of in charge pay **XIC01**, you would divide that by 2.25 and input 9 hours in Kronos

Mon 6/08		XIC01 - In Charge Pay 2.25	9:00
	7:00AM-3:00PM		

TIMECARDS – HOLIDAYS PAID ON A PASS DAY

1. Validate the correct holiday is being paid to the employee under **Totals**
2. If the employee is 3rd shift and needs to be paid on a pass day, use the pay code **Hol Comp Earned Pass Dy** 7HR, 7.5HR, 8HR

Totals	Accruals	Audits	Historical Corrections
Daily		Pay Code	
Pay Code	Amount	Wages	
Holiday	8:00	\$325.68	

		Date	Schedule	Pay Code	Amount
+	×	Sun 11/10			
+	×	Mon 11/11		Veteran's Day	8:00
+	×			Hol Comp Earned Pass Dy 8HR	8:00
+	×	Tue 11/12			

Totals	Accruals	Audits	Historical Corrections
All		Pay Code	
Pay Code			
Holiday Comp Earned on Pass Dy			

TIMECARDS – HOLIDAYS 3RD SHIFT

1. When entering back to back shifts on a holiday, half the time will be sent to overtime automatically
2. In order to pay all the time to regular, a work rule transfer to the employee's regular pay rule will need to be set on the unscheduled shift
3. Use the troubleshooting slide to validate employee pay

Mon 11/11		Veteran's Day	0:00		
				3:00PM	10:59PM
	11:00PM-7:00AM			11:00PM	7:00AM

Totals	Accruals	Audits	Historical Corrections
Daily		Pay Code	
Pay Code	Amount	Wages	
Holiday Worked - Comp. Ear...	7:30	\$0.00	
Regular	7:30	\$0.00	
Shift Differential	7:30	\$0.00	
Unapproved Overtime	7:30	\$0.00	

			3:00PM	06 FT OT80 SDE	10:59PM
11:00PM-7:00AM			11:00PM		7:00AM

TIMECARDS – MANUAL SHIFT DIFFERENTIAL

In order to pay out shift differential you will need to manually enter it

Before the interface that does this automatically becomes active, you will need to use the **DCF Shift Diff TRCs by BU**

This needs to be looked at whenever entering a paycode or a leave case to verify the need for shift diff

Shift		Shift 1.5
TRCs		TRCs
CCAFc		CPN15
CCAFE		HPWC
CCB		HPWP

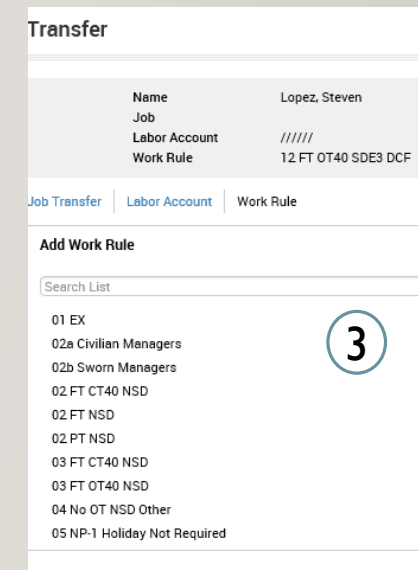
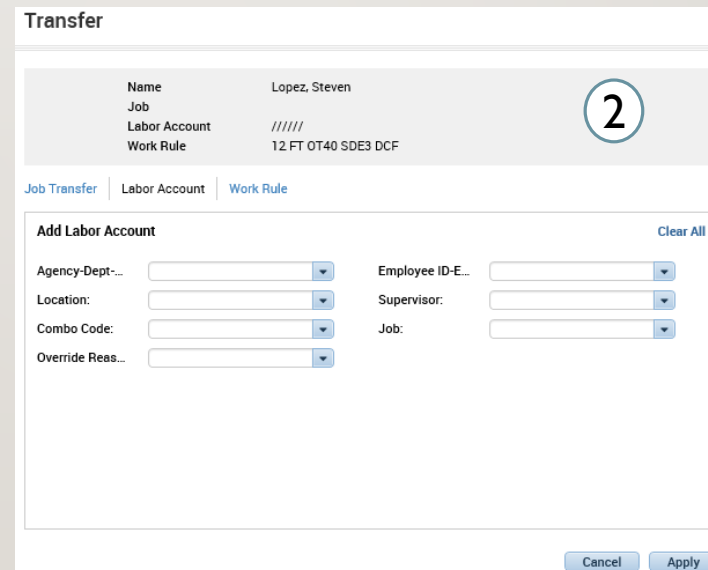
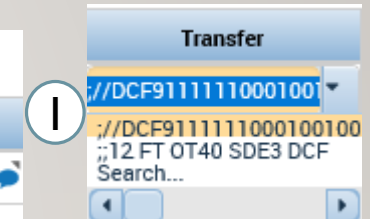
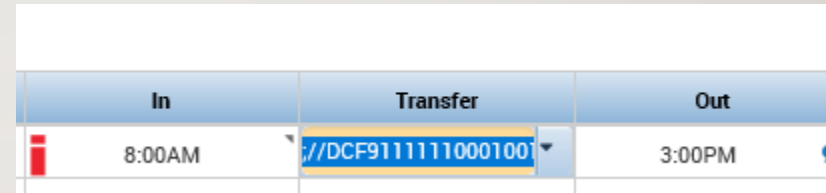
Tue 11/05		Shift Differential	8:00
		Vacation	8:00

TIMECARD — EXERCISE 7

PLEASE REFER TO THE
PAYROLL EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

TIMECARDS – TRANSFERS

1. On the timecard between the in and out punches you can choose the transfer drop down, from there you can choose previously chosen work rules/labor accounts or search for an unused one
2. Labor Account Transfer: this can be done if you are working at a different location for a day or working a different position you want to charge to that different location
3. Work rule transfer: You get called in and there's a different pay rule for being called in, you would do a work rule transfer and enter the pay rule that should be applied to you for that day
Ex: Nurses being called in for an hour and a half with the pay rule of being paid a minimum of four hours for call ins.



TIMECARD — EXERCISE 8

PLEASE REFER TO THE
PAYROLL EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

TIMECARDS – LABOR ACCOUNT TRANSFERS

Labor Account Transfer: this can be done if you are working at a different location for a day or working a different position you want to charge to that different location. In this window you will enter every piece of information that changed in the transfer. If you are working a different job at a different agency under a different supervisor, every labor level would need to be entered

Transfer

Name	Lopez, Steven
Job	
Labor Account	/////
Work Rule	12 FT OT40 SDE3 DCF

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

Add Labor Account

Agency-Dept-...

Location:

Combo Code:

Override Reas...

Employee ID-E...

Supervisor:

Job:

[Clear All](#)

Cancel

Apply

TIMECARD — EXERCISE 9

PLEASE REFER TO THE
PAYROLL EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

TIMECARDS - WORK RULE TRANSFER

- Work rule transfer: You get called in and there's a different pay rule for being called in, you would do a work rule transfer and enter the pay rule that should be applied to you for that day
- An example of this is OT Double time, in order for an employee to receive that pay you must enter a work rule transfer for **Mandated OT** using the employee's pay rule

Transfer

Name	Lopez, Steven
Job	
Labor Account	/////
Work Rule	12 FT OT40 SDE3 DCF

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

Add Work Rule

Search List

01 EX

02a Civilian Managers

02b Sworn Managers

02 FT CT40 NSD

02 FT NSD

02 PT NSD

03 FT CT40 NSD

03 FT OT40 NSD

04 No OT NSD Other


05 NP-1 Holiday Not Required

10 FT OT40 SDE STD 7.5 MandOT
10 FT OT40 SDE STD 7 MandOT
10 FT OT7.5 NSD STD 7.5 MandOT

TIMECARD — EXERCISE 10

PLEASE REFER TO THE
PAYROLL EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

TIMECARDS – TROUBLESHOOTING

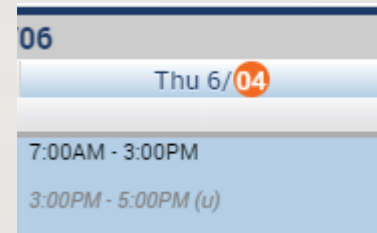
1. Click on the day on the timecard that you want to validate time entry for from the timecard
2. Open the totals section at the  using the arrow shown here
3. Switch the view to daily and check how the hours are being paid in this case we see its being paid as all regular when two hours should be overtime

Thu 6/04	7:00AM-3:00PM			7:00AM ▾	 5:00PM ▾
----------	---------------	--	--	----------	--

Totals	Accruals	Audits	Historical Corrections
Daily		Pay Code	
Pay Code	Amount	Wages	
Regular	9:30	\$0.00	

TIMECARDS – TROUBLESHOOTING

1. In order to correct this, navigate to the schedule planner, under manage my department, and enter the overtime as an unavailable shift
2. Navigate back to the timecard and break up the time as shown on the right
3. Right click on the second in punch, select edit, and then enter a new shift override to break up the shifts



Punch

Date: 6/04/2020

Time (h:mm) * 3:01PM

Rounded Time: 6/04/2020 3:01 PM GMT-04:00

Override: New Shift

TIMECARDS – TROUBLESHOOTING

1. Once you add the override, your view will change to this, now you will need to approve the overtime
2. Right click on the day and select approve overtime, decide how much of the time you want to approve
3. Go back to the totals and validate that the day is paying correctly

①

Thu 6/04		7:00AM-3:00PM			7:00AM	3:00PM
					3:01PM	5:00PM

②

Overtime Date * 6/04/2020 Clear

Unapproved Overtime Amount (HH:mm) * 2:00

Amount *

☒ All

☐ All Before Shift

☐ All After Shift

☐ None

☐ Some (HH:mm)

☐ Time Window

☒ Show Schedule

	From	Amount
Before Shift	7:00AM	0:00
After Shift	3:00PM	0:00

③

Totals	Accruals	Audits	Historical Corrections
Daily		Pay Code	
Pay Code	Amount	Wages	
Overtime at Time and O...	2:00	\$0.00	
Regular	7:30	\$0.00	

TIMECARD — EXERCISE II

PLEASE REFER TO THE
PAYROLL EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

PAYROLL

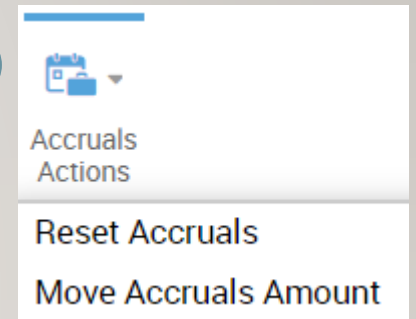


PAYROLL– ACCRUAL AUDITING

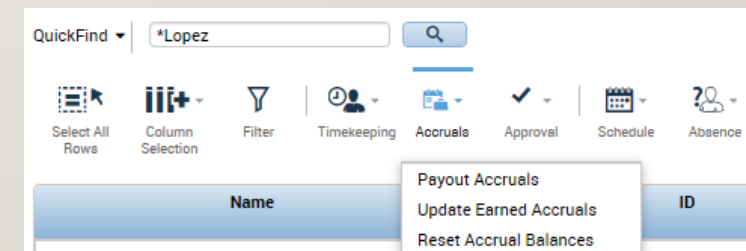
1. Accruals for each employee can be found at the bottom of the employees Timecard, from the Timecard you have the option to Reset Accruals and Move Accruals Amount
2. From the QuickFind, you have the option to Payout Accruals

Totals	Accruals	Audits	Historical Corrections
Accrual Code		Accrual Available Balance	
Bone Marrow Donor		0.0	
Comp Time		0.0	
Comp Time Holiday		0.0	
LV-CTFMLA		0.0	
LV-CTFMLAMIL		0.0	
LV-FMLA		0.0	

1




2




PAYROLL– ACCRUAL AUDITING

1. Update Earned Accrual Amount allows you to shift a balance from one accrual bucket to another
2. Reset Accrual Balances allows you to select an Accrual Code and select the new vested amount and a probation amount if relevant

Update Earned Accruals


Effective Date: * 6/25/2020  Clear


Accrual Code: * 02 Managers Sick Leave ... 

Amount (HH:mm): *

Cancel Apply

Reset Accrual Balances

Effective Date: * 1/31/2020 

Accrual Code: * Bone Marrow Donor 

Vested Amount (HH.hh): *

Probation Amount (HH.hh): * 0.0

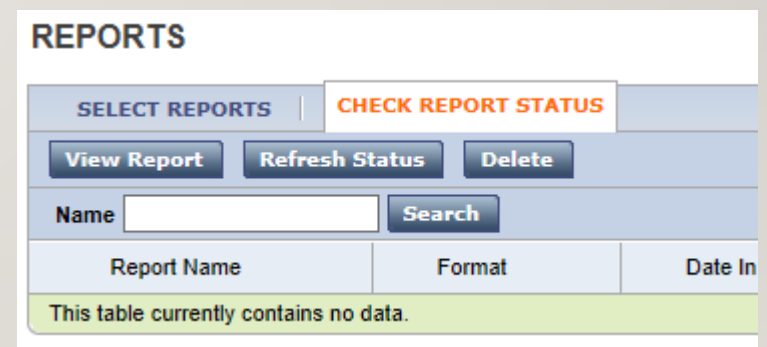
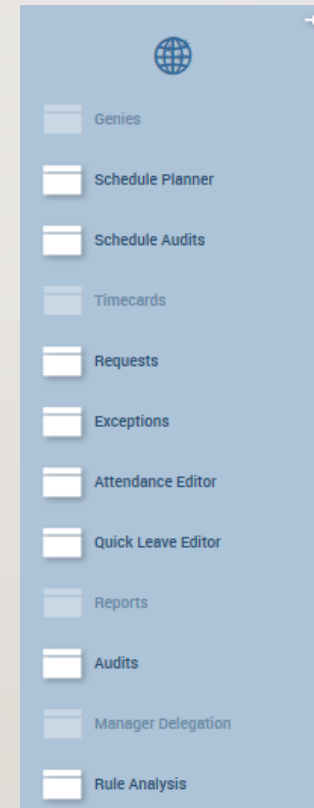
Cancel OK

PAYROLL — EXERCISE 12

PLEASE REFER TO THE
TIMEKEEPER EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

PAYROLL– REPORTING

- Use the Related items menu to navigate to the Reports widget
- Here you will have access to every report, you would just select the report fill in, the desired employees. the desired dates, and select **Run Report**
- On the Check Report Status Tab you would wait for the report to complete and select **View Report**



PAYROLL– REPORTING

- The equivalent of the Payroll Register report in Kronos would be the Hours by Labor Account listed on the right. These reports will show you the wages going to each pay code for each employee
- The Exception report can be mirrored by Exceptions or Exception Summary, both reports will give you a list of employee exceptions but Exception Summary offers a higher level overview

Hours by Labor Account
Hours by Labor Account (Data)
Hours by Labor Account (Excel)
Hours by Labor Account with Chart
Hours by Labor Account with Graph Summary

Exceptions
Exceptions (Data)
Exception Summary

HOURS BY LABOR ACCOUNT WITH GRAPH SUMMARY

Description: Reports money/hours/wages for each labor account/pay code in which the employee accrued hours. Provides totals for each employee and labor account number per employee as well as grand totals.

People:

Time Period:

Actual/Adjusted:

Pay Codes:

Available

Selected

Administrative Leave Paid
Agency-Union Picnic or Party
Agency Weather-Emer Closing
Auto Usage Fee Amount
Banked Sick Adj-Add Hrs to Bal
Banked Sick Taken
BankSick Adj-Ded & Pay Hrs
Bereavement Leave
BnkSick Adj-Ded Hrs Fr Bal
Call Back Payment Hours
Career Mobility
CCE - Comp Time Earned

Output Format:

EXCEPTION SUMMARY

Description: With charts, shows number of exceptions and associated wage liability. The user can drill down to employee detail.

People:

Time Period:

Absences:

Exceptions:

Available

Selected

Canceled Deduction
Early In
Late In
Long Break
Holiday Skipped
Minimum Days Active Violation
Minimum Days Employed Violation
Missed In-Punch
Missed Out-Punch
Short Break
Unscheduled
Very Early In

Output Format:

PAYROLL– REPORTING

- The time reporter summary report in Core can be found similarly in Kronos under the name Time Detail. This will give you detailed data on employee punches and pay codes
- Accrual Detail will give you a summary of their accrual balances

TIME DETAIL

Description: Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People: All Home

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Page Break between Employees: No

Sort by: Default

Output Format: Adobe Acrobat Document(.pdf)

ACCRUAL DETAIL (DATA)

Description: This report produces raw, unformatted data intended for use with employee. For example, you can see what types of accrual trans

People: All Home

Time Period: Current Pay Period

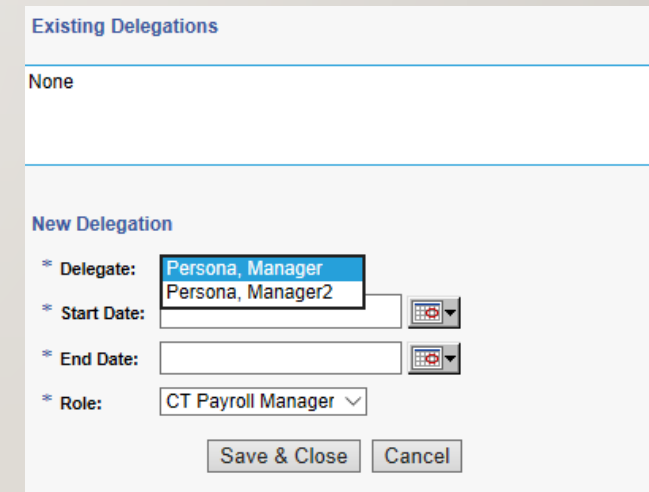
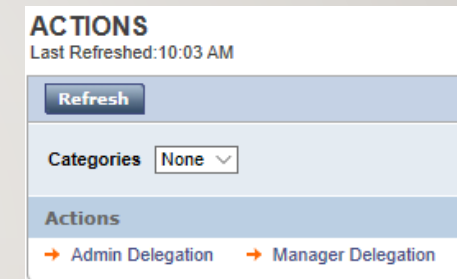
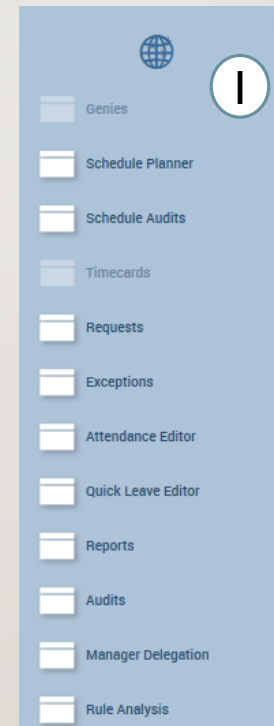
Output Format: Adobe Acrobat Document(.pdf)

PAYROLL — EXERCISE 13

PLEASE REFER TO THE
TIMEKEEPER EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

PAYROLL– DELEGATION

1. Manager Delegation can be found under the same name in the Related Items menu on the right
2. Once there you can choose to delegate any role you have, once selected you would choose the delegate, the time frame, and the role to be delegated



ADMIN DELEGATION

1. Admin Delegations allows you to delegate someone's authority for them
2. This will be useful when an employee is out and did not get the chance to run their own delegation, this may be sent over to you and you will be able to create the delegation

Actions

[→ Admin Delegation](#) [→ Manager Delegation](#)

Select Delegator

* Delegator: 02 Manager, 02 Manager

Next Cancel

Delegator

Name: Abdul-Lateef, Shaneka N

Existing Delegations

None

New Delegation

* Delegate: Persona, Manager

* Start Date:

* End Date:

* Role: CT Payroll Manager

PAYROLL — EXERCISE 14

PLEASE REFER TO THE
TIMEKEEPER EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

PAYROLL– KEEPING KRONOS AND CORE CT IN SYNC

Adjustments made in Core CT during payroll processing:

- Timesheet
- Additional pay for amount payment and adjust paid time (reconciliation)
- Pay line adjustments
- Online check or check reversal
- Historical corrections
- Leave of absences
- Keeping accruals in sync

Changes that are made for payroll need to be made in Kronos as well to keep both systems in sync

PAYROLL–WORKING WITH GENIES

1. Pay Period Close: The Pay Period Close Genie will tell you the approval information for every employee you want to view prior to the close of the pay period
2. All WTK Exceptions: This Genie will show you every exception in Kronos based on the people you are currently viewing. This can be changed using the hyperfinds that we will soon cover

The image shows two screenshots of the 'Genies' application interface. The top screenshot is for the 'Pay Period Close' genie, and the bottom screenshot is for the 'All WTK Exceptions' genie. Both interfaces feature a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. Below the toolbar is a table with columns for employee information and various time-related metrics.

Pay Period Close

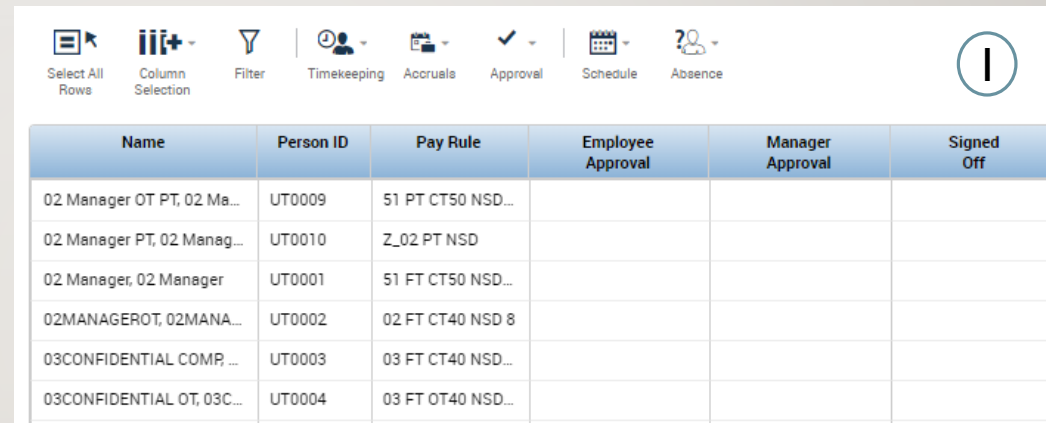
Name	Person ...	Pay Rule	Employee Approval	Manager Approval	Signed Off	Missed In-Pun...	Unexcu... Absence	Expected PP Hours
------	------------	----------	-------------------	------------------	------------	------------------	-------------------	-------------------

All WTK Exceptions

Name	Bonus ...	Break O...	Cancel ...	Core Ho...	Early In	Early Out	Holiday S...	Invalid Du...	Late In	Late Out
------	-----------	------------	------------	------------	----------	-----------	--------------	---------------	---------	----------

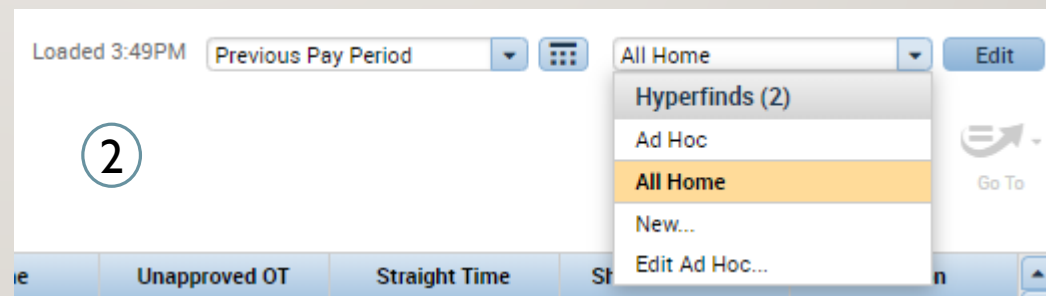
PAYROLL – PAY PERIOD CLOSE

1. In the Pay Period Close Genie, you can see whether the timecard has been approved by the employee, manager, or signed off by yourself
2. A Hyperfind (slide 19) will allow you to narrow down the field of view to only view the employees in your sphere of influence



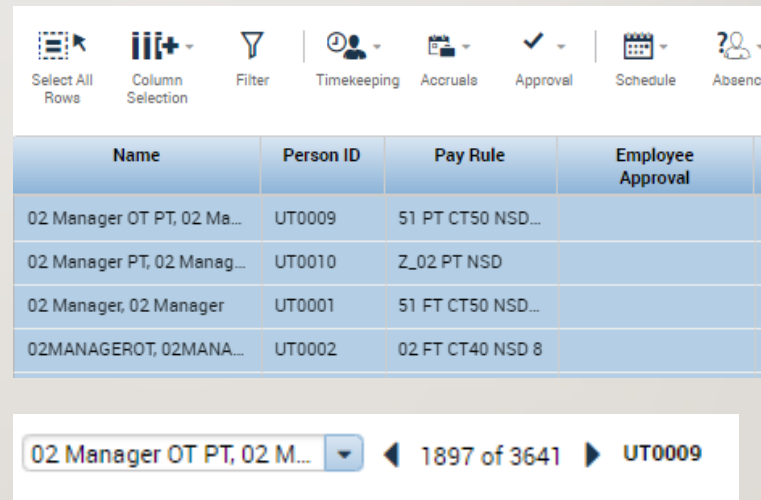
The screenshot shows the Pay Period Close Genie interface. At the top, there is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. Below the toolbar is a table with the following columns: Name, Person ID, Pay Rule, Employee Approval, Manager Approval, and Signed Off. The table contains six rows of data.

Name	Person ID	Pay Rule	Employee Approval	Manager Approval	Signed Off
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...			
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD			
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...			
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8			
03CONFIDENTIAL COMP ...	UT0003	03 FT CT40 NSD...			
03CONFIDENTIAL OT, 03C...	UT0004	03 FT OT40 NSD...			



PAYROLL – PAY PERIOD CLOSE

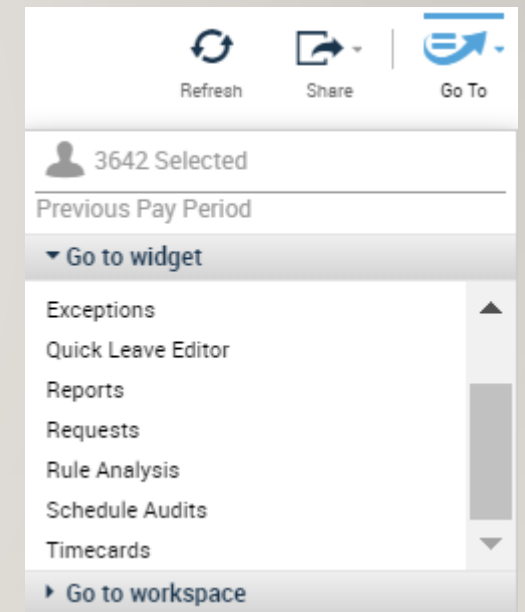
1. After narrowing down your employee view in pay period close, use the Select All Rows button
2. Click the Go To button, and navigate to timecards, use the arrows pictured you will be able to switch between timecards in order to review exceptions and perform Sign Offs as we will show in the following slide



The screenshot displays the Payroll Pay Period Close interface. At the top, there is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Accruals', 'Approval', 'Schedule', and 'Absence'. Below the toolbar is a table with four columns: 'Name', 'Person ID', 'Pay Rule', and 'Employee Approval'. The table contains four rows of data. Below the table, there is a navigation bar with a dropdown menu showing '02 Manager OT PT, 02 M...', a pagination indicator '1897 of 3641', and a 'Go To' button.

Name	Person ID	Pay Rule	Employee Approval
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...	
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD	
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...	
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8	

02 Manager OT PT, 02 M... 1897 of 3641 UT0009



The screenshot displays the Payroll Pay Period Close interface. At the top, there is a toolbar with icons for 'Refresh', 'Share', and 'Go To'. Below the toolbar, there is a section titled '3642 Selected' and 'Previous Pay Period'. Below this, there is a 'Go to widget' dropdown menu with the following options: 'Exceptions', 'Quick Leave Editor', 'Reports', 'Requests', 'Rule Analysis', 'Schedule Audits', 'Timecards', and 'Go to workspace'.

Refresh Share Go To

3642 Selected

Previous Pay Period

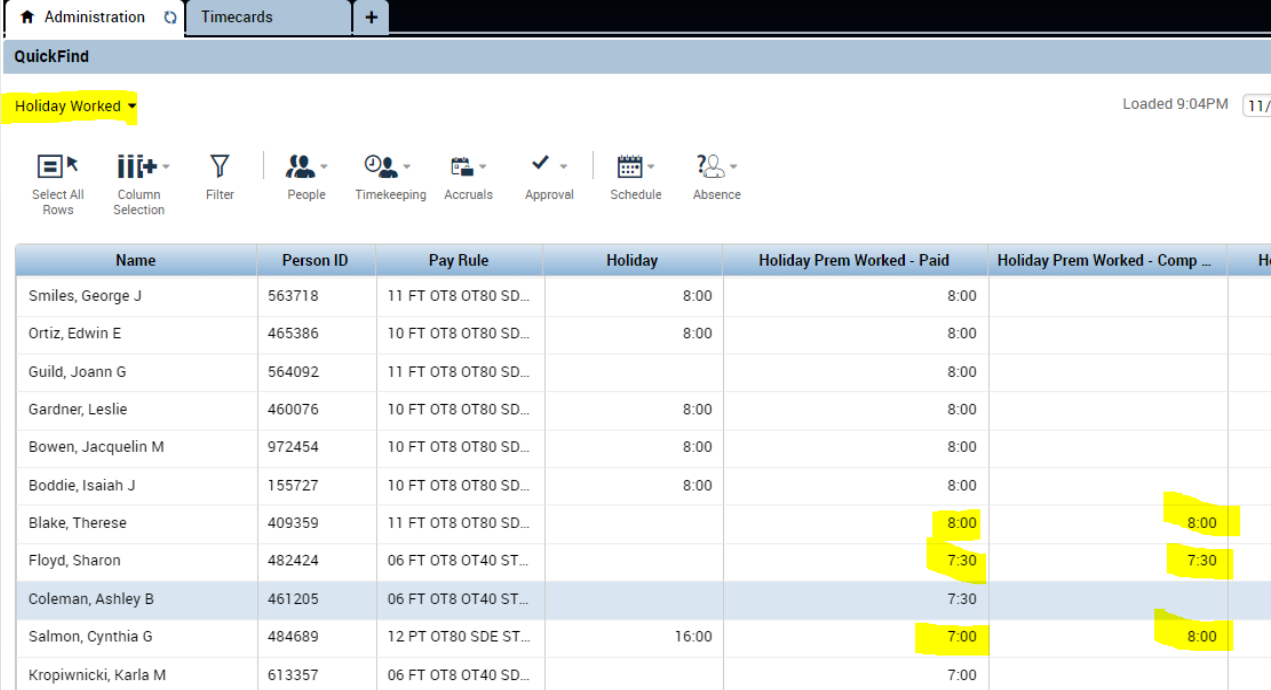
Go to widget

- Exceptions
- Quick Leave Editor
- Reports
- Requests
- Rule Analysis
- Schedule Audits
- Timecards

Go to workspace

PAYROLL – HOLIDAY GENIE

- On pay periods with a holiday, use the Holiday Worked genie and select the holiday date on the top right
- Validate that no employee is receiving Holiday Premium Worked Paid and Holiday Prem Worked Comp Earned
- This can happen on back to back shifts worked on a holiday



Administration Timecards +

QuickFind

Holiday Worked

Loaded 9:04PM 11/

Select All Rows Column Selection Filter People Timekeeping Accruals Approval Schedule Absence

Name	Person ID	Pay Rule	Holiday	Holiday Prem Worked - Paid	Holiday Prem Worked - Comp ...	H
Smiles, George J	563718	11 FT OT8 OT80 SD...	8:00	8:00		
Ortiz, Edwin E	465386	10 FT OT8 OT80 SD...	8:00	8:00		
Guild, Joann G	564092	11 FT OT8 OT80 SD...		8:00		
Gardner, Leslie	460076	10 FT OT8 OT80 SD...	8:00	8:00		
Bowen, Jacquelin M	972454	10 FT OT8 OT80 SD...	8:00	8:00		
Boddie, Isaiah J	155727	10 FT OT8 OT80 SD...	8:00	8:00		
Blake, Therese	409359	11 FT OT8 OT80 SD...		8:00	8:00	
Floyd, Sharon	482424	06 FT OT8 OT40 ST...		7:30	7:30	
Coleman, Ashley B	461205	06 FT OT8 OT40 ST...		7:30		
Salmon, Cynthia G	484689	12 PT OT80 SDE ST...	16:00	7:00	8:00	
Kropiwnicki, Karla M	613357	06 FT OT8 OT40 SD...		7:00		

PAYROLL – HOLIDAY GENIE

- If the employee is being paid both, double click their name and navigate to their timecard
- Decide whether they will keep Premium Worked or Premium Comp Earned, then perform a manual deduction for that amount
- Use the appropriate pay code with an M at the end with a negative amount (Hol Prem Worked – Paid M)
- Validate the totals at the bottom to make sure the deduction went through

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+	×	Wed 11/27		Hol.Prem. Worked - Paid M	-5.00			
+	×			Thanksgiving Day 3rd Shift	8:00			
+	×					8:00AM		1:00PM
+	×		11:00PM-7:30AM			11:00PM	...10 FT HOLIDAY COMP STD 8 SDE3	7:30AM

Totals	Accruals	Audits	Historical Corrections
Daily		Pay Code	Totals for 11/27/2019
Pay Code			Amount
Hol.Prem. Worked - Comp Earned			8:00
Hol.Prem. Worked - Paid			5:00
Hol.Prem. Worked - Paid M			-5:00
Overtime at Time and One Half			5:00
Regular			8:00
Shift Differential 1.5			8:00

PAYROLL — EXERCISE 15

PLEASE REFER TO THE
TIMEKEEPER EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

PAYROLL – SIGN OFFS

1. On the desired employee's Timecard select Sign Off and then select Sign Off from the dropdown
2. Once the Timecard is signed off, every cell will turn grey, become un-editable, and a banner will show up with information on your sign off, you can also Remove Sign-Off using the same button and the cells will turn white again
3. Official deadline for signing off Wednesdays EOD but would prefer nothing being keyed in after Tuesday

Timecards

Lopez, Steven 1897 of 3641 200037

View Approve Timecard **Sign Off** Accruals Actions

Sign Off
Remove Sign-Off

	Date	Schedule	Pay Code
+ x	Fri 6/05	7:00AM-3:00PM	
+ x	Sat 6/06		
+ x	Sun 6/07		
+ x	Mon 6/08		Comp Reg Adj-Deduct & P...
+ x		7:00AM-3:00PM	

1

Timecards

Information Signed-off by 004 2/03/2020 1:06PM

Lopez, Steven 1 of 1 200037

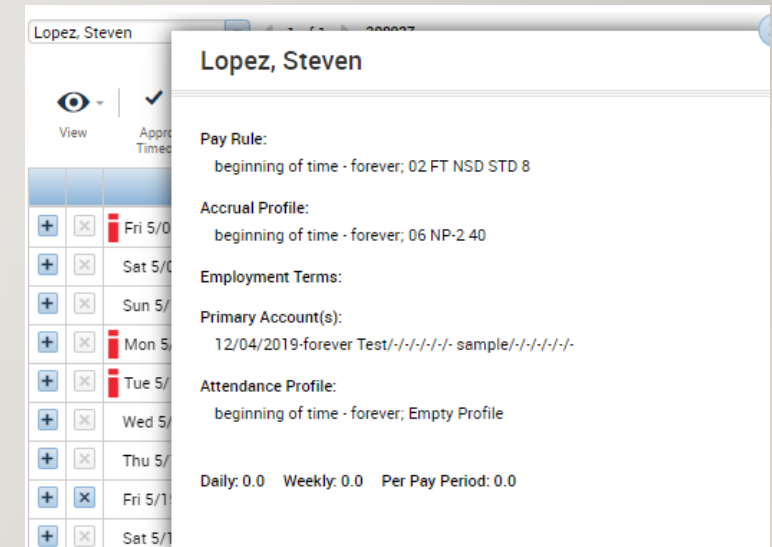
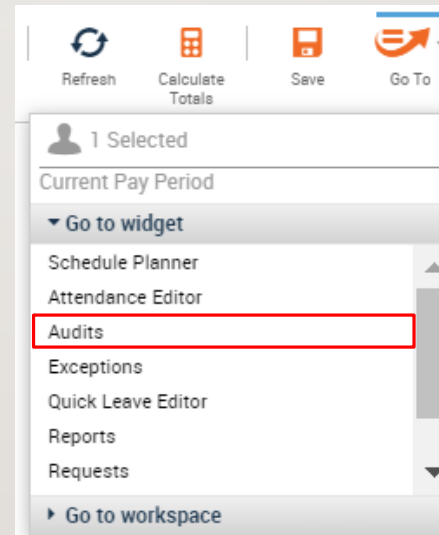
View Approve Timecard **Sign Off** Accruals Actions

	Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
+ x	Fri 1/17				8:00AM	...06 On Call	3:00PM				7.0	7.0	7.0
+ x	Sat 1/18												7.0
+ x	Sun 1/19												7.0
+ x	Mon 1/20												7.0

2

PAYROLL – SIGN OFF AUDITS

1. If an employee's timecard has not been approved check the audit trail to verify the timecard was updated and validated
2. If the timecard was not approved, navigate to the employee's timecard and right click their name to view their pay rule and supervisor, reach out to their supervisor to make modifications



PAYROLL — EXERCISE 16

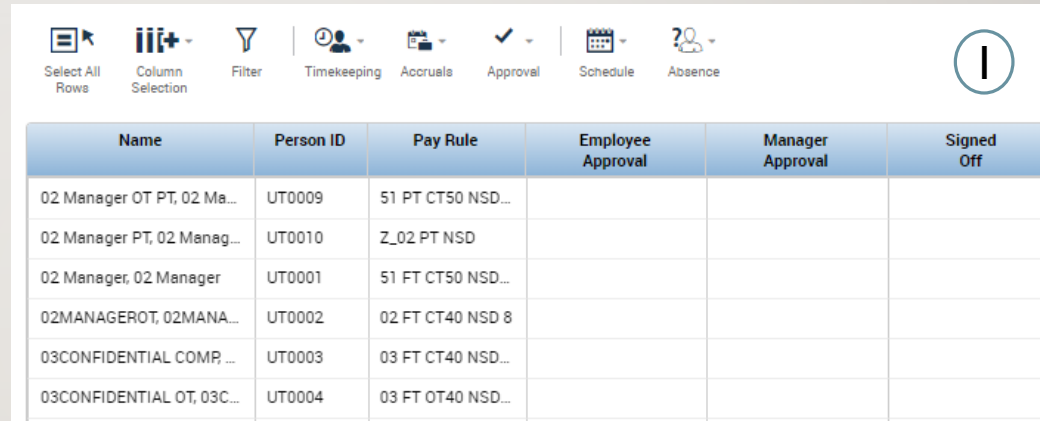
PLEASE REFER TO THE
TIMEKEEPER EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

PAYROLL CLOSE



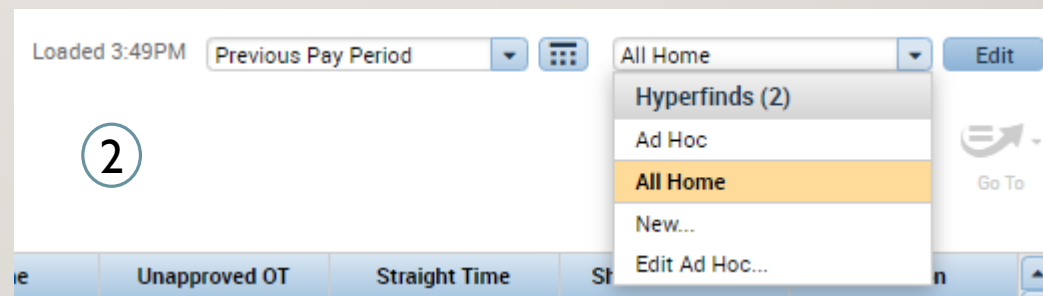
STEP 1: GENIES - PAY PERIOD CLOSE

1. Use the hyperfind that you just created to filter the list in pay period close
2. Here you will have a view of all the employees that you manage and you can see what approvals the timecard has and whether they are still pending sign off



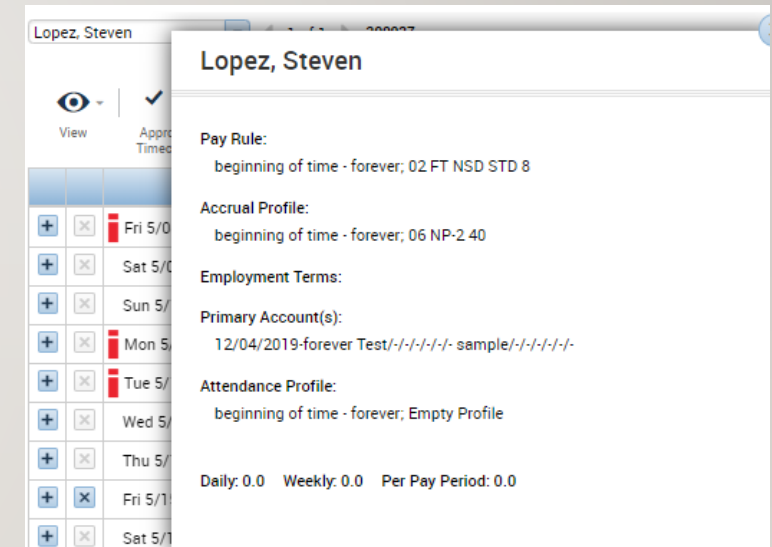
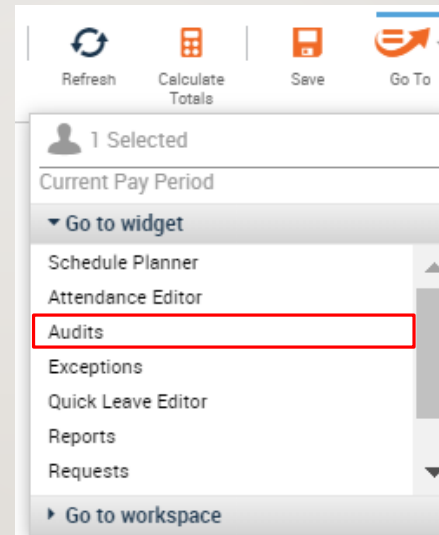
The screenshot shows the GENIES Pay Period Close interface. At the top, there is a toolbar with icons for Select All Rows, Column Selection, Filter, Timekeeping, Accruals, Approval, Schedule, and Absence. A circled '1' is placed next to the Filter icon. Below the toolbar is a table with the following columns: Name, Person ID, Pay Rule, Employee Approval, Manager Approval, and Signed Off. The table contains six rows of employee data.

Name	Person ID	Pay Rule	Employee Approval	Manager Approval	Signed Off
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...			
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD			
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...			
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8			
03CONFIDENTIAL COMP ...	UT0003	03 FT CT40 NSD...			
03CONFIDENTIAL OT, 03C...	UT0004	03 FT OT40 NSD...			



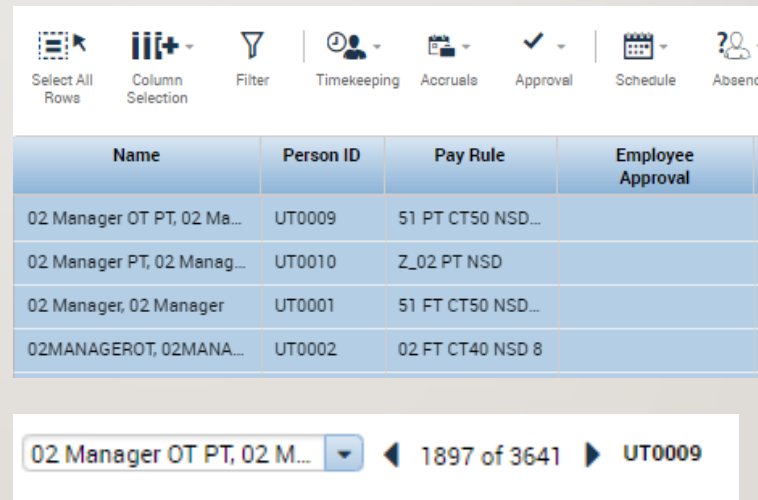
STEP 1: GENIES - PAY PERIOD CLOSE AUDITS

1. If you see that the employee timecard was not approved either by the employee or the supervisor in the pay period close genie you will want to communicate with the appropriate person
2. Check the audits to validate it wasn't approved, then communicate with the correct individual



STEP 1: GENIES - PAY PERIOD CLOSE

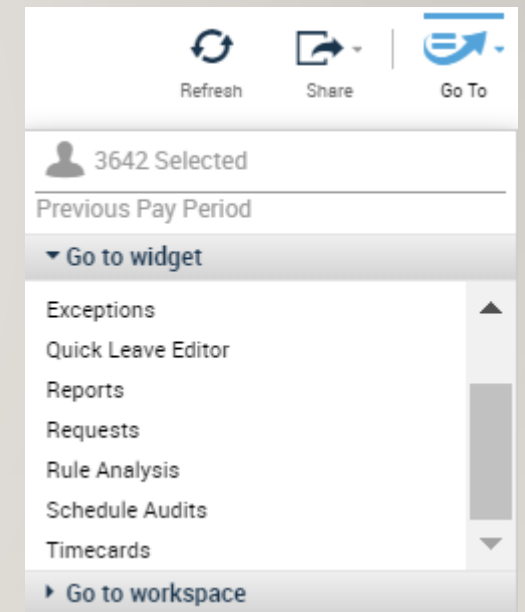
1. Select the employees that you want to view using the select all rows button or by highlighting the employees you want to view
2. Click the Go To button, and navigate to timecards, use the arrows pictured you will be able to switch between timecards in order to review exceptions and perform Sign Offs as we will show in the following slide



The screenshot shows the GENIES interface with a table of employees and a navigation bar. The table has columns for Name, Person ID, Pay Rule, and Employee Approval. The navigation bar includes buttons for Select All Rows, Column Selection, Filter, Timekeeping, Accruals, Approval, Schedule, and Absence. Below the table, there is a dropdown menu showing '02 Manager OT PT, 02 M...' and a status bar indicating '1897 of 3641' and 'UT0009'.

Name	Person ID	Pay Rule	Employee Approval
02 Manager OT PT, 02 Ma...	UT0009	51 PT CT50 NSD...	
02 Manager PT, 02 Manag...	UT0010	Z_02 PT NSD	
02 Manager, 02 Manager	UT0001	51 FT CT50 NSD...	
02MANAGEROT, 02MANA...	UT0002	02 FT CT40 NSD 8	

02 Manager OT PT, 02 M... 1897 of 3641 UT0009



The screenshot shows the GENIES interface with a sidebar containing navigation options. The sidebar includes buttons for Refresh, Share, and Go To. Below these, there is a section for '3642 Selected' and 'Previous Pay Period'. A 'Go to widget' dropdown menu is open, showing options for Exceptions, Quick Leave Editor, Reports, Requests, Rule Analysis, Schedule Audits, and Timecards. At the bottom, there is a 'Go to workspace' button.

Refresh Share Go To

3642 Selected

Previous Pay Period

Go to widget

- Exceptions
- Quick Leave Editor
- Reports
- Requests
- Rule Analysis
- Schedule Audits
- Timecards

Go to workspace

STEP 2: EDITING PUNCHES

1. Once in the timecard, exceptions will be highlighted such as a missed in/out punch as shown on the right
2. Select the desired cell and enter the corrected time, hover over any exception to get an explanation of what the exception is
3. All exceptions need to be handled before you can officially sign off on the timecard

Timecards

Lopez, Steven 1 of 1 200037

View

		Date	Schedule	Pay Code	Amount	In	Transfer	Out
+	x	Fri 1/03				8:00AM		
+	x	Sat 1/04						
+	x	Sun 1/05						
+	x	Mon 1/06				8:00AM		12:00PM

Punch Actions

Date: 1/03/2020

Time: 8:00AM

Rounded Time: 1/03/2020 8:00AM GMT-05:00

Override: In Punch

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)


Exceptions: Unscheduled

Last Edit Date: 1/08/2020

Edit Made By: Persona, Timekeeper

Mark As Reviewed Edit Comments Justify Exception

STEP 2: TOTALS VALIDATION

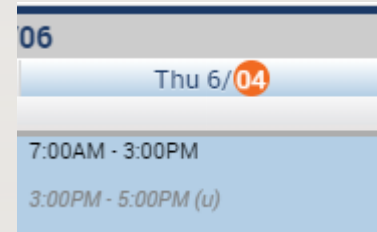
1. Select the day that you want to validate time entry for from the timecard
2. Open the totals section at the bottom using the arrow shown here 
3. Switch the view to daily and check how the hours are being paid

Thu 6/04	7:00AM-3:00PM			7:00AM ▾	 5:00PM ▾
----------	---------------	--	--	----------	--

Totals	Accruals	Audits	Historical Corrections
Daily		Pay Code	
Pay Code	Amount	Wages	
Regular	9:30	\$0.00	

STEP 2: TOTALS VALIDATION PT2

1. If the totals are incorrect, you may need to update the schedule to include unavailable time or perform and override
2. After making any needed corrections navigate back to the timecard and check the totals again



06

Thu 6/04

7:00AM - 3:00PM

3:00PM - 5:00PM (u)

7:00AM		3:00PM	3:01...	5:00PM
--------	--	--------	---------	--------

Punch

Date: 6/04/2020

Time (h:mma) * 3:01PM

Rounded Time: 6/04/2020 3:01 PM GMT-04:00

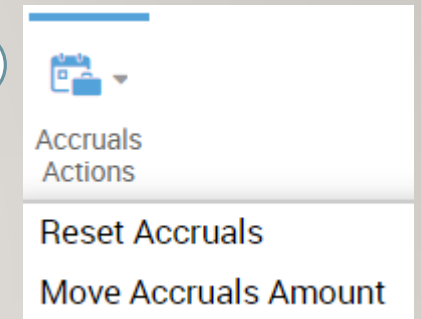
Override: New Shift

STEP 3:ACCRUAL AUDITING

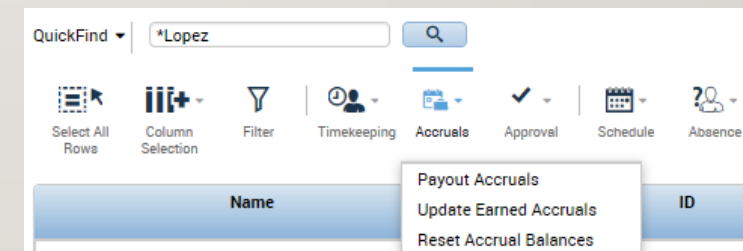
1. Accruals for each employee can be found at the bottom of the employees Timecard, from the Timecard you have the option to Reset Accruals and Move Accruals Amount
2. Validate the accruals with Core if you see any inconsistency and make the correction using either the Reset or the Move

Totals	Accruals	Audits	Historical Corrections
Accrual Code		Accrual Available Balance	
Bone Marrow Donor		0.0	
Comp Time		0.0	
Comp Time Holiday		0.0	
LV-CTFMLA		0.0	
LV-CTFMLAMIL		0.0	
LV-FMLA		0.0	

1



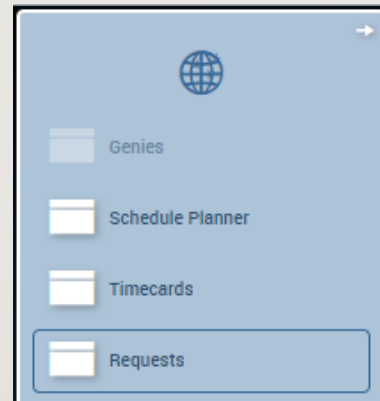
2



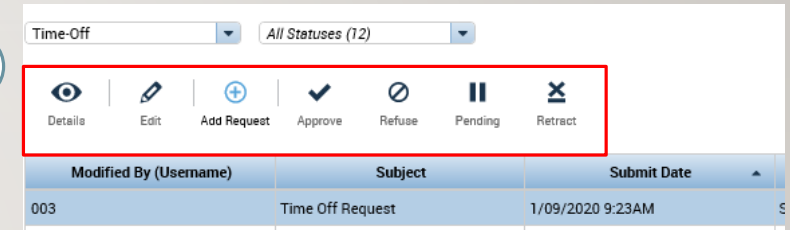
STEP 4: REVIEWING TIME OFF REQUESTS

1. Use the **Request** widgets under **Manage My Department** to validate there are no unresolved requests on your employee timecards
2. The following menu will appear with the options to **view, edit, approve, refuse, set as pending, and retract**.
3. Whichever item you choose will lead you to the following menu. Select the appropriate request and then **add an optional comment** to explain the decision.

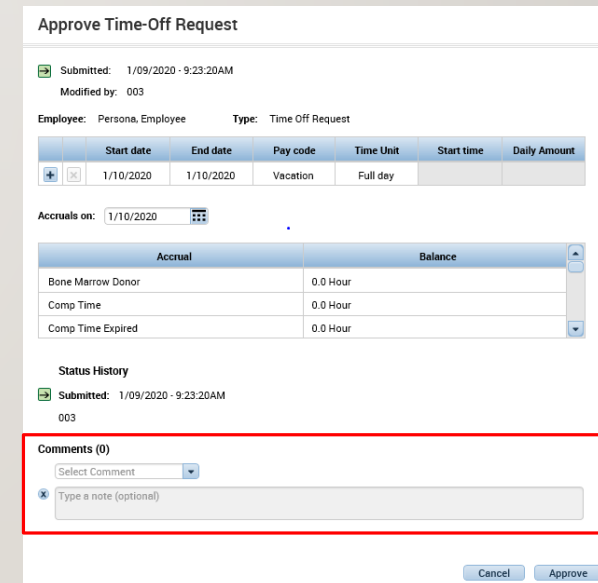
1



2



3



STEP 5: SIGN OFFS

1. Once all the exceptions are handled and the totals are validated, sign off on the timecard
2. Once the Timecard is signed off, every cell will turn grey, become un-editable, and a banner will show up with information on your sign off, you can also Remove Sign-Off using the same button and the cells will turn white again
3. Official deadline for signing off Wednesdays EOD but don't like keying in anything after Tuesday
4. Validate using the pay period close genie that no remaining sign offs are pending

Timecards

Lopez, Steven 1897 of 3641 200037

View Approve Timecard Sign Off Accruals Actions

Sign Off Remove Sign-Off

Date	Schedule	Pay Code
Fri 6/05	7:00AM-3:00PM	
Sat 6/06		
Sun 6/07		
Mon 6/08		Comp Reg Adj-Deduct & P...
	7:00AM-3:00PM	

Timecards

Information Signed-off by 004 2/03/2020 1:06PM

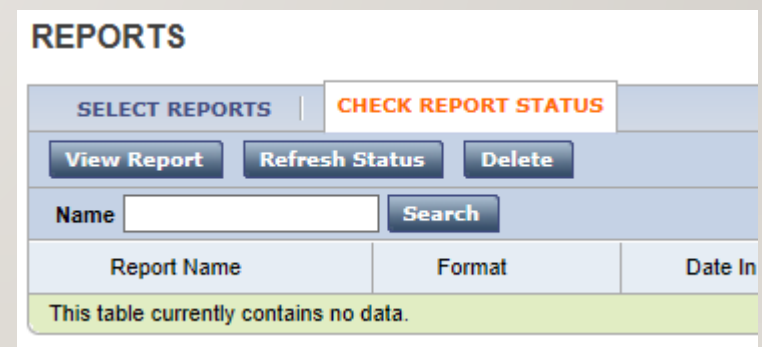
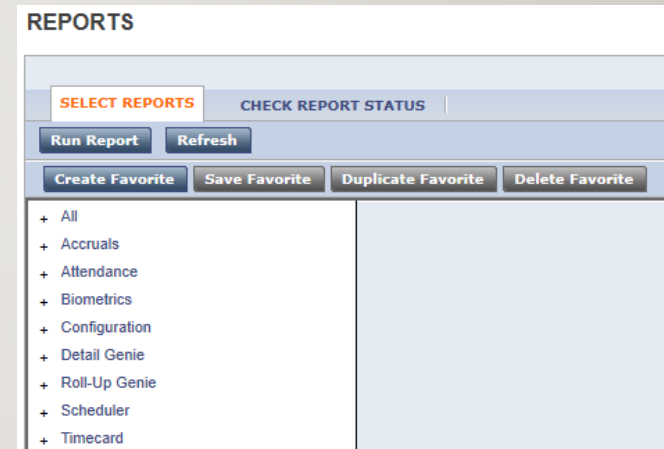
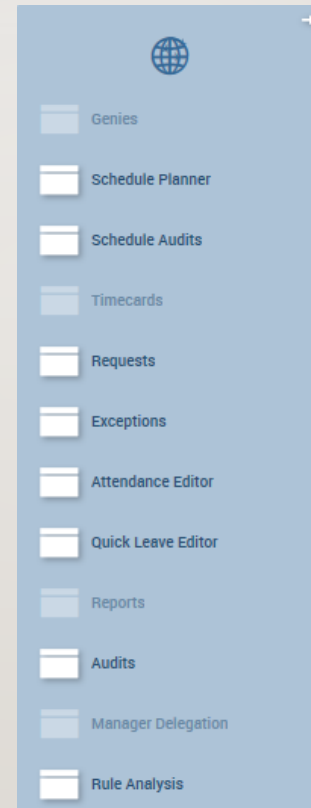
Lopez, Steven 1 of 1 200037

View Approve Timecard Sign Off Accruals Actions

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Fri 1/17	8:00AM-3:00PM									7.0	7.0	7.0
Sat 1/18												7.0
Sun 1/19												7.0
Mon 1/20												7.0

STEP 6: REPORTING

- Use the Related items menu to navigate to the Reported widget
- Here you will have access to every report, you would just select the report fill in the desired dates, and select **Run Report**
- On the Check Report Status Tab you would wait for the report to complete and select **View Report**



STEP 6: REPORTING

- The equivalent of the Payroll Register report in Kronos would be the Hours by Labor Account listed on the right. These reports will show you the wages going to each pay code for each employee
- The Exception report can be mirrored by Exceptions or Exception Summary, both reports will give you a list of employee exceptions but Exception Summary offers a higher level overview

Hours by Labor Account
Hours by Labor Account (Data)
Hours by Labor Account (Excel)
Hours by Labor Account with Chart
Hours by Labor Account with Graph Summary

Exceptions
Exceptions (Data)
Exception Summary

HOURS BY LABOR ACCOUNT WITH GRAPH SUMMARY

Description: Reports money/hours/wages for each labor account/pay code in which the employee accrued hours. Provides totals for each employee and labor account number per employee as well as grand totals.

People:

Time Period:

Actual/Adjusted:

Pay Codes: Available: Selected: Administrative Leave Paid, Agency-Union Picnic or Party, Agency Weather-Emer Closing, Auto Usage Fee Amount, Banked Sick Adj-Add Hrs to Bal, Banked Sick Taken, BankSick Adj-Ded & Pay Hrs, Bereavement Leave, BnkSick Adj-Ded Hrs Fr Bal, Call Back Payment Hours, Career Mobility, CCE - Comp Time Earned

Output Format:

EXCEPTION SUMMARY

Description: With charts, shows number of exceptions and associated wage liability. The user can drill down to employee detail.

People:

Time Period:

Absences:

Exceptions: Available: Selected: Canceled Deduction, Early In, Late In, Long Break, Holiday Skipped, Minimum Days Active Violation, Minimum Days Employed Violation, Missed In-Punch, Missed Out-Punch, Short Break, Unscheduled, Very Early In

Output Format:

STEP 6: REPORTING

- The time reporter summary report in Core can be found similarly in Kronos under the name Time Detail. This will give you detailed data on employee punches and pay codes
- Accrual Detail will give you a summary of their accrual balances

TIME DETAIL

Description: Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor level and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

People: All Home

Time Period: Current Pay Period

Actual/Adjusted: Show hours worked in this period only.

Page Break between Employees: No

Sort by: Default

Output Format: Adobe Acrobat Document(.pdf)

ACCRUAL DETAIL (DATA)

Description: This report produces raw, unformatted data intended for use with employee. For example, you can see what types of accrual trans

People: All Home

Time Period: Current Pay Period

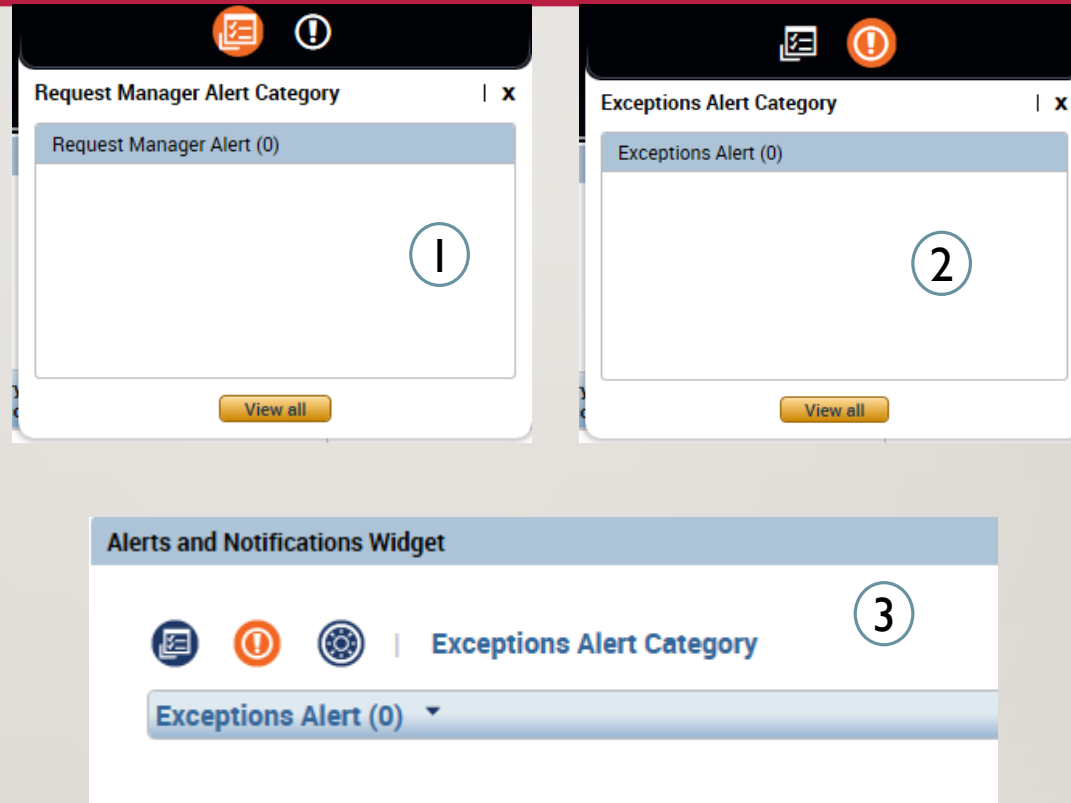
Output Format: Adobe Acrobat Document(.pdf)

TIME OFF



TIME OFF – REVIEWING TIME OFF REQUESTS

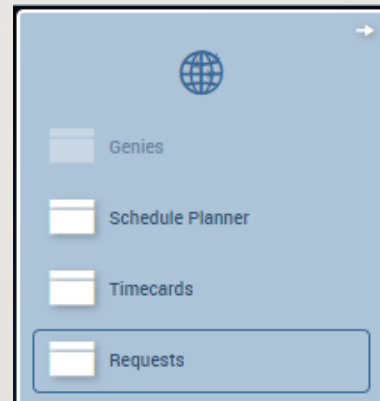
1. Using the notifications widget at the top you'll be able to see the most recent requests in the Request Manager
2. You can also view the most recent exceptions through the exception alert category
3. If you select view all on either, you will be taken to the Alerts and Notifications Widget where you can see every existing Request



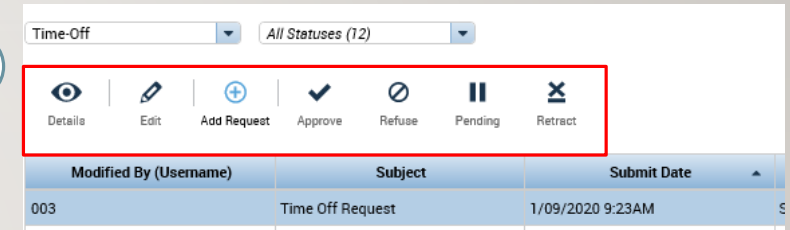
TIME OFF – REVIEWING TIME OFF REQUESTS

1. Use the **Request** widgets under **Manage My Department**
2. The following menu will appear with the options to **view, edit, approve, refuse, set as pending, and retract**.
3. Whichever item you choose will lead you to the following menu. Select the appropriate request and then **add an optional comment** to explain the decision.

1



2

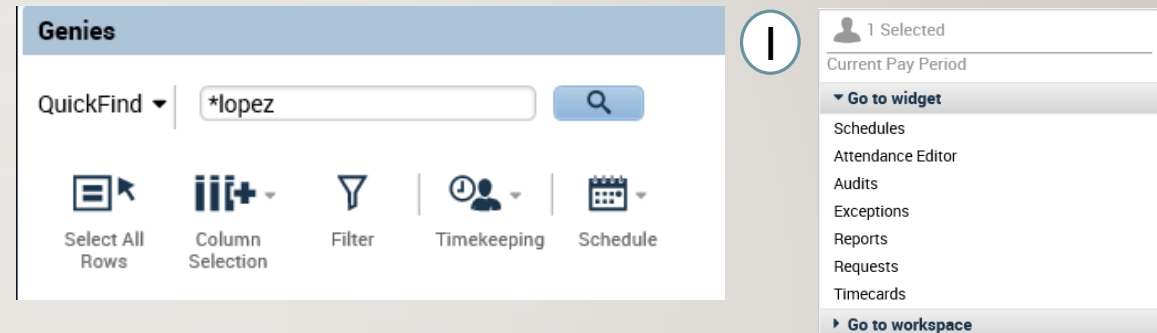


3

A screenshot of a web application interface. The title is 'Approve Time-Off Request'. Below the title, there is a 'Submitted' date and time, and a 'Modified by' field. Below that, there is a table with columns 'Start date', 'End date', 'Pay code', 'Time Unit', 'Start time', and 'Daily Amount'. The table has one row with the values '1/10/2020', '1/10/2020', 'Vacation', 'Full day', and empty cells for 'Start time' and 'Daily Amount'. Below the table, there is an 'Accruals on' field with a date picker. Below that, there is a table with columns 'Accrual' and 'Balance'. The table has three rows: 'Bone Marrow Donor' with '0.0 Hour', 'Comp Time' with '0.0 Hour', and 'Comp Time Expired' with '0.0 Hour'. Below the table, there is a 'Status History' section with a 'Submitted' date and time. Below that, there is a 'Comments (0)' section with a 'Select Comment' dropdown menu and a text input field. The 'Comments' section is highlighted with a red border. At the bottom, there are 'Cancel' and 'Approve' buttons.

TIME OFF – TIME OFF REPORT

1. Use the QuickFind to find the employee you want to make changes for. Use the Go To button to access **Reports**
2. Through the reports interface select the Accrual Detail report and select **Run Report**



Genies

QuickFind ▾ | *lopez 🔍

Select All Rows | Column Selection | Filter | Timekeeping | Schedule

1 Selected

Current Pay Period

Go to widget

Schedules

Attendance Editor

Audits

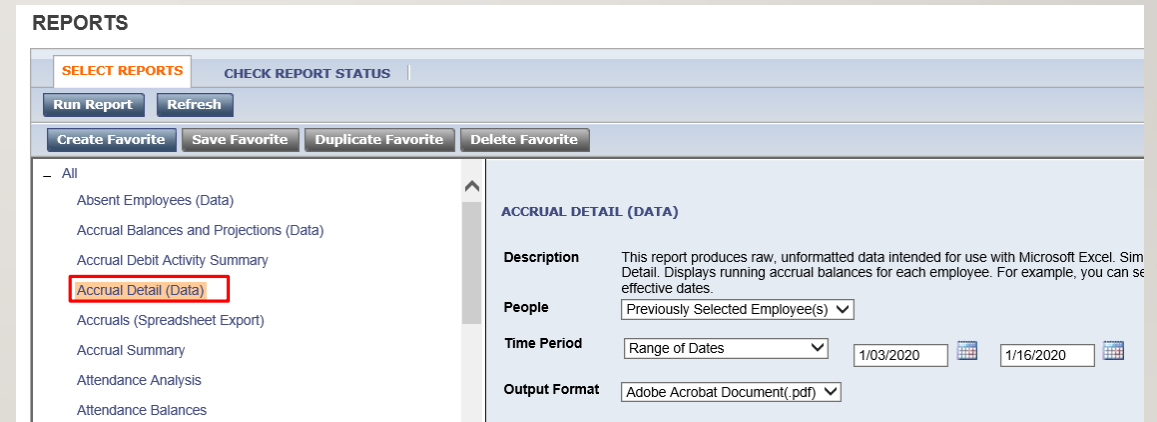
Exceptions

Reports

Requests

Timecards

Go to workspace



REPORTS

SELECT REPORTS | CHECK REPORT STATUS

Run Report | Refresh

Create Favorite | Save Favorite | Duplicate Favorite | Delete Favorite

– All

- Absent Employees (Data)
- Accrual Balances and Projections (Data)
- Accrual Debit Activity Summary
- Accrual Detail (Data)
- Accruals (Spreadsheet Export)
- Accrual Summary
- Attendance Analysis
- Attendance Balances

ACCRUAL DETAIL (DATA)

Description: This report produces raw, unformatted data intended for use with Microsoft Excel. Sim Detail. Displays running accrual balances for each employee. For example, you can see effective dates.

People: Previously Selected Employee(s) ▾

Time Period: Range of Dates ▾ | 1/03/2020 | 1/16/2020

Output Format: Adobe Acrobat Document(.pdf) ▾

TIME OFF – TIME OFF REPORT

1. Switch to the Check Report Status tab and select the Accrual Detail report. Select the appropriate report and press View Report.
2. The report will download and show you all your accrual information

REPORTS					
SELECT REPORTS			CHECK REPORT STATUS		
View Report			Refresh Status		
			Delete		
Name			Search		
Report Name			Format		
Accruals (Spreadsheet Export)			xlsx		
Accrual Detail (Data)			pdf		
Accrual Detail (Data)			pdf		
Accrual Debit Activity Summary			pdf		

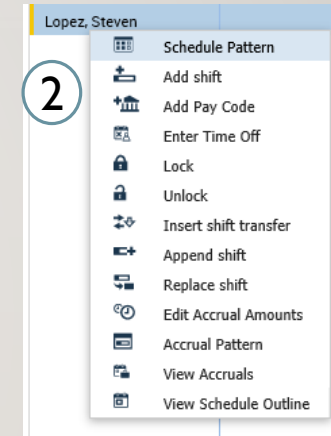
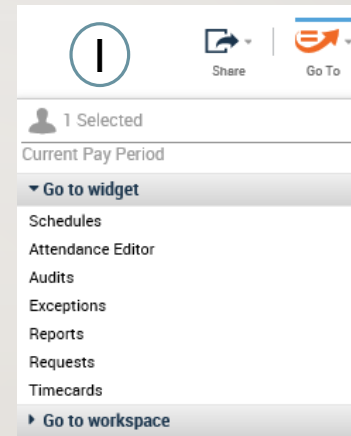
Accruals (Spreadsheet Export)			Executed On: 1/09/2020 9:55AM		
Data Up to Date: 1/09/2020 9:55AM			Printed For: 006		
Time Period: 1/03/2020 - 1/16/2020			Untotalized Employee Count: 0		
Employee		Reporting Period		Accrual Code	
Name	Start Date	End Date	Name	Unit	Opening Balance
Persona, Employee	1/01/2020	12/31/2020	Bone Marrow Donor	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time Expired	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time Holiday	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Comp Time Holiday Expired	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-CTFMLA	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-CTFMLAMIL	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-FMLA	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-FMLAMIL	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	LV-Tracking	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Military Leave Active Duty	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Military Leave Training	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Olympics	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Organ Donor	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Personal	Hour	0.0
Persona, Employee	1/01/2020	12/31/2020	Red Cross	Hour	0.0

SCHEDULING



SCHEDULING – ADDING A SCHEDULE

1. After selecting an employee using the QuickFind, press the Go To button and select **Schedule Planner**
2. Right click the name of the employee or one of the empty cells on the schedule and select Add shift. You can also left click on one of the cells and manually enter in a timeframe.
3. On the add shift window enter the type of shift, the date, the start time, and the end time. Select Apply to save your changes and add the shift to the schedule.



This screenshot shows the 'Add Shift' form. It includes fields for 'Assigned to' (Lopez, Steven), 'Shift Details' (12:00am-1:00am(1.00h)), 'Primary Job' (None), 'Insert Template' (dropdown), 'Shift Label' (text input), and 'Repeat this shift for' (1 days). Below these fields is a table with columns: Start Date, Type, Start Time, End Time, End Date, Duration, Job Transfer, Labor Level Transfer, and Work Rule Transfer. The table contains one row with data: 1/04/2020, Regular, 12:00am, 1:00am, 1/04/2020, 1.00, and empty cells for the last three columns. At the bottom, there are 'Comments (0)' and 'Add Comment' links, and 'Cancel' and 'Apply' buttons.

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	1/04/2020	Regular	12:00am	1:00am	1/04/2020	1.00			

SCHEDULING – ADDING A SCHEDULE

1. Open the Quick Actions icon to pop out all the different things that you can do for a persons schedule. Press Copy/Paste and then select the schedule you want to copy by clicking on it and then click every cell you want to paste it to
2. After selecting a cell you can also select a pay code for that particular day and add it through the schedule. Using the pay code button and going through the drop down you can select the desired pay code and add it for just that day or include it in a patter.

The screenshot displays the scheduling interface. At the top, a toolbar contains icons for Assign, Unassign, Shift Transfer, Insert shift template, Comment, Pay Code, Copy / Paste, Delete, Lock / Unlock, Swap, and Quick Actions. The Quick Actions menu is open, showing a 'Copy / Paste' option. Below this, the 'By Employee' section shows a table for the period 12/29 - 1/04. The table has columns for Name, Fri 1/03, and Sat 1/04. The row for Lopez, Steven shows a shift from 8:00AM to 4:00PM on Fri 1/03. The Pay Code dropdown menu is open, showing a search bar and a list of pay codes: Administrative Leave Paid, Agency-Union Picnic or Party, Agency Weather-Emer Closing, Call Back Payment Hours, Career Mobility, CCE - Comp Time Earned, and Displayed 100 of 124. Please narrow down your search.

12/29 - 1/04		
Name ^	Fri 1/03	Sat 1/04
Lopez, Steven	8:00AM - 4:00PM	

Search...

- Administrative Leave Paid
- Agency-Union Picnic or Party
- Agency Weather-Emer Closing
- Call Back Payment Hours
- Career Mobility
- CCE - Comp Time Earned

Displayed 100 of 124. Please narrow down your search.

SCHEDULING – EDITING A SCHEDULE – UNAVAILABLE TIME

1. Any time worked outside of regular scheduled time needs to be scheduled as Unavailable time
2. In order for the interface to perform the right calculations, all time must be entered into the schedule planner. This time must be separated and entered as shown in order for the right overtime to be paid out

1

The screenshot shows the 'Add Shift' form. At the top, it says 'Assigned to' with a dropdown menu showing 'Lopez, Steven'. To the right, 'Shift Details' shows '3:00pm-5:00pm(2:00h)' and 'Primary'. Below this, there is an 'Insert Template' dropdown and a 'Shift Label' input field. At the bottom, a table lists the shift details:

		Start Date	Type	Start Time	End Time	End Date	Duration
+	x	6/02/2020	Unavailable	3:00pm	5:00pm	6/02/2020	2:00

2

The screenshot shows a calendar view for Tuesday, 6/02. It displays three time slots: '5:00AM - 7:00AM (u)', '7:00AM - 3:00PM', and '3:00PM - 5:00PM (u)'. The 'u' likely stands for 'Unavailable'.

SCHEDULING – EDITING A SCHEDULE – OFF TIME

1. Time that is not scheduled and needs to have a work rule transfer must use Off Time
2. For employees to be paid correctly, all time and work rules should be entered and scheduled before hand. If the employee is going to be using a work rule or labor account transfer such as when they get On Call, you would need to use Off Time.

1

The screenshot shows the 'Add Shift' interface. At the top, it says 'Add Shift'. Below that, 'Assigned to' is set to 'Lopez, Steven'. To the right, 'Shift Details' shows '4:00am-7:00am(3:00h)' and 'Primary'. Below this, there is an 'Insert Template' dropdown and a 'Shift Label' input field. At the bottom, a table lists the shift details:

		Start Date	Type	Start Time	End Time	End Date	Duration
+	x	7/01/2020	Off	4:00am	7:00am	7/01/2020	3:00

2

The screenshot shows a dropdown menu for 'Wed 7/01'. The menu is open, showing three options:

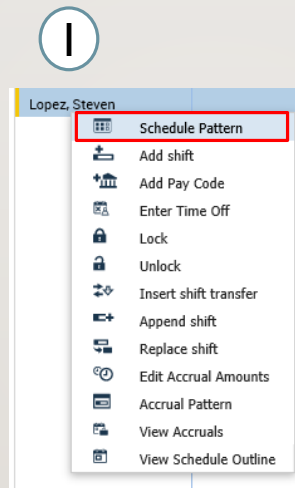
- 4:00AM - 7:00AM (o)
- 7:00AM - 3:00PM
- 3:00PM - 11:00PM

SCHEDULES — EXERCISE 17

PLEASE REFER TO THE
TIMEKEEPER EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

SCHEDULING – ADDING A SCHEDULE PATTERN

1. If instead of selecting insert a shift you select **Schedule Pattern**, you can create a schedule for an employee for these desired period of time and choose how often it would repeat. Start your pattern on a Friday since pay periods start on Fridays.
2. Fill in the anchor date which is the day the pattern begins and should be on a Friday due to the pay period. Then select the start date and the end date or check in the bubble for making the pattern repeat forever. After that you have the option to define the pattern for multiple weeks or for a certain amount of days and then you would fill in the desired schedules. If the employee has previous schedules on their account fill in the override other patterns button. Click Apply to save your changes.



A screenshot of the 'Schedule Pattern' configuration form. A circled number '2' is placed in the top right corner. The form includes the following sections:

- Assigned to:** Lopez, Steven Primary job None
- Table Headers:** Start Date, End Date, Duration, Rotation
- Add Pattern:** Anchor Date: 1/03/2020, Start Date: 1/03/2020, End Date: (empty), Clear button.
- Define Pattern for:** 1 (selected), Week(s), Day(s). Forever radio button is selected.
- Buttons:** Add Shift, Add Pay Code, Shift Template, Pattern Template, Items in rotation (dropdown), Find.
- Table:** A table with columns: No., Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. It contains two rows of schedule data.
- Buttons:** Cancel, Apply.

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							

SCHEDULES — EXERCISE 18

PLEASE REFER TO THE
TIMEKEEPER EXERCISE
GUIDE IN ORDER TO
PRACTICE THE PREVIOUS
CONCEPT

SCHEDULING – EDITING A SCHEDULE

1. Can add multiple rows for different occurrences such as working a different position or going in on call. Add a row to add hours charged to a different job or hours that should be paid out differently than the pay rule assigned to you.
2. Perform a labor level transfer as previously done (slide 24) for working a different position or for working at a different location or perform a work rule transfer as previously shown (slide 24) for situations where your hours need to be paid out differently than they typically are due to bargaining unit rules.

Edit Shift

Assigned to
Lopez, Steven

Shift Details 10:00am-10:00am(0.00h)

Primary Job None

Insert Template

Shift Label

Repeat this shift for days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	x	1/03/2020	Regular	10:00am	4:00pm	1/03/2020	6.00			
+	x	1/03/2020	Regular	8:00am	10:00am	1/03/2020	2.00			

1

Comments (0) [Add Comment](#)

Cancel

Apply

RUNNING THE TCD



TCD – BEFORE YOU RUN THE FILE

- In order to validate employee time, run the time detail report
- Validate employee paycodes/TRCs, make any adjustments before running the TCD file

TIME DETAIL

Description: Displays detailed data about each employee's punches, duration, and pay code only (separately listing combined pay codes).

People:

Time Period:

Actual/Adjusted:

Page Break between Employees:

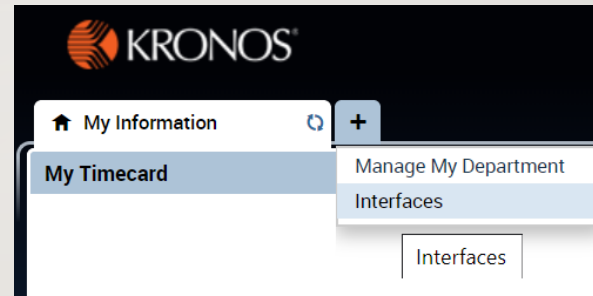
Sort by:

Output Format:

Primary Account				Start	End						
DCF-DCF91000/DCF083203/-/-067447-0-DCF/397410/8028MP				1/13/2020	Forever						
Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		Comment		Xfr: Work Rule				8.00			8.00
7/5/2020	12:00 AM	Independence Day									
Labor Account Summary				Pay Code		Hours		Money		Days	
DCF-DCF91000/DCF083203/-/-067447-0-DCF/397410/8028MP				Holiday		8.00					
				LV-All Worked		8.00					
Combined Pay Code Summary				Pay Code		Hours		Money		Days	
				LV-All Worked		8.00					
Totals:						8.00		\$0.00		0.00	
Pay Code Summary				Pay Code		Hours		Money		Days	
				Holiday		8.00					
Totals:						8.00		\$0.00		0.00	

TCD – RUNNING THE FILE

- Open the Interfaces window
- Select the locations you want to view and the range of dates then run the report
- The TCD file will then run and upload automatically and will be pulled when Core CT runs the file mover



STEP 1: CORE_CT_TIME_EXPORT_REPORT.KNX
* Select Location: DCF014999

Return Continue

STEP 1: CORE_CT_TIME_EXPORT_REPORT.KNX

* Select Location: DCF014999

* :START_DATE 11/08/2019

* :END_DATE 11/21/2019 MM/dd/yyyy

INTERFACES	
Refresh Run Set Runtime Options Schedule	
	Name /
<input checked="" type="radio"/>	Core_CT_Time_Export_Report
Interface	Core_CT_Time_Export_Report
Status	Completed successfully

TCD – MAKING CORRECTIONS

- If after running the TCD, you note any changes that need to be made you can rerun the TCD Export
- As long as the file mover has not been executed on the Core CT side, this interface can continue to be rerun as needed
- There will be a business process for running the time export after the file has already been transmitted to Core CT

INTERFACES

<div>Refresh</div> <div>Run</div> <div>Set Runtime Options</div> <div>Schedule</div>	
	Name ▲
<input checked="" type="radio"/>	Core_CT_Time_Export_Report

THE END

Please refer to the Supervisor Job Aids and the eLearnings for any further questions and don't hesitate to reach out to your local Kronos contact and your supervisors with any questions